IDF-700

Time & Attendance / Access Control Terminal

User Manual

V1.0.4
2014/07/18

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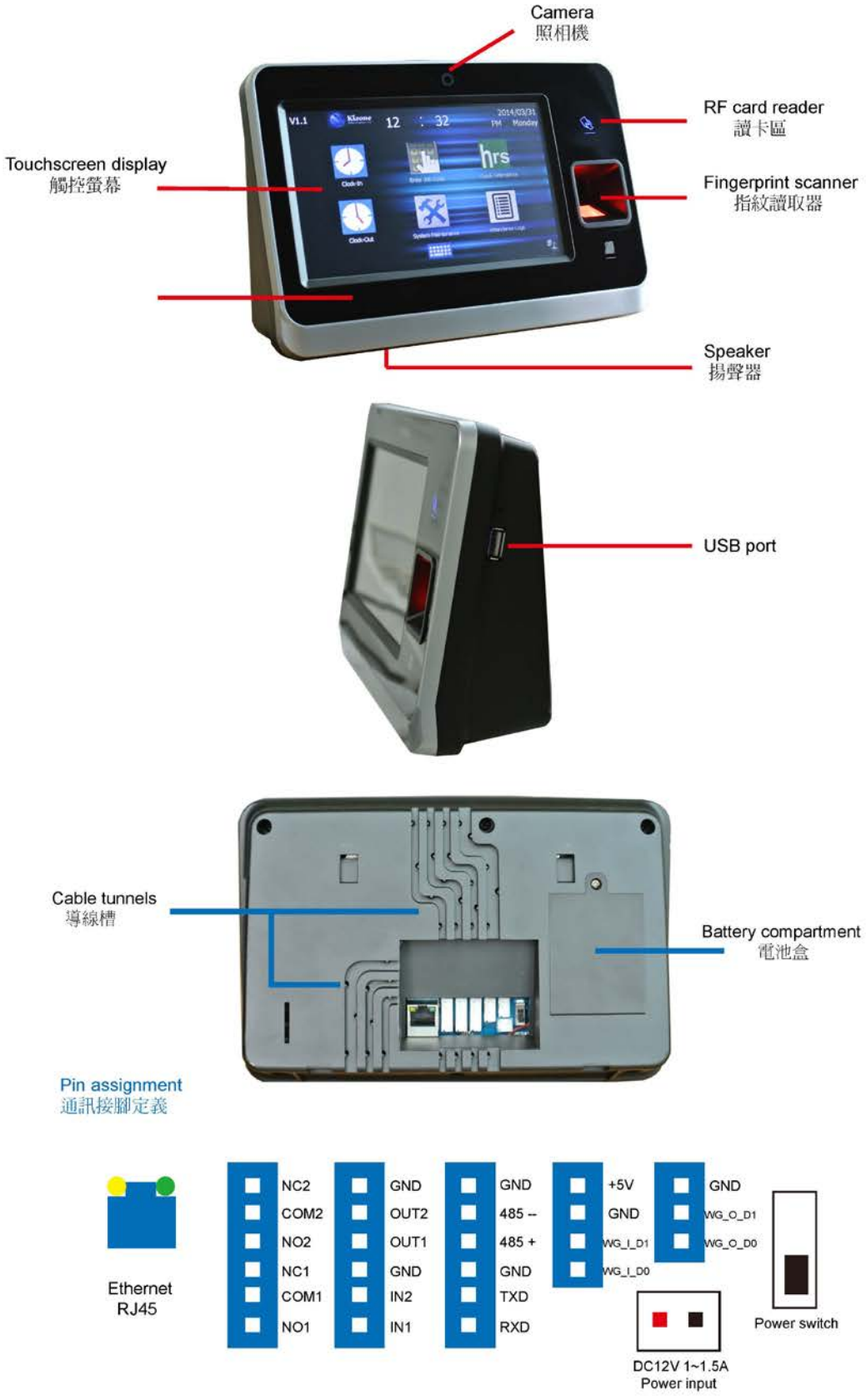
I. Features

- ARM 800MHz CPU; communication speed 100MB.
- Windows CE 6.0 operating system, built-in web server, FTP server and SQL CE 3.5 database.
- 7-inch color touchscreen LCD.
- Each terminal has a built-in web-based software. We also provides a free central management software (ASP.NET + SQL Express) for larger-scaled application.
- Can use either a terminal or a PC as the server for synchronizing all the connected slave terminals.
- TCP/IP interfaced. LAN / WAN(WiFi supported).
- 1.3MP camera records each punching to avoid faking.
- Every user can check its own attendance logs & work hrs between each IN & OUT record directly on the Touchscreen.
- Auto reconciliation of user & fingerprint accounts among multiple terminals in network.
- 256MB DRAM + 512MB Flash + 2GB Micro SD.
- Optical fingerprint reader + 125KHz + Mifare 13.56MHz card reader.
- Color touchscreen wallpaper is replaceable for displaying custom graphic design & company logo.
- Can store 9,500 fingerprints(2 fingerprints each user), 30,000 cards and 250,000 events.
- 50 programmable bell ring times (through web browser). Music ring file(.wav) is changeable via FTP.

II. Specifications

CPU:	ARM 800MHz
Memory:	256MB DRAM + 512MB Flash + 2GB Micro SD
Display:	7 inch 800x480 touchscreen LCD
Fingerprint sensor:	Scratch-proof Optical
Card reader:	EM & Mifare
Camera:	1.3MP*1
Communications:	RJ45*1, WiFi*1, USB2.0*1
Power input:	DC12V 1.25~2A
Input:	Sensor*2(Push Button, Door Sensor)
Output:	Relay*2(Door Lock, Alarm or Bell) & Wiegand*1
Sound output:	Piezo Buzzer & 3020 speaker
LED indicator:	Comm. & card/finger reading
Operating temp.:	0 ~ 50°C / 32 ~ 122°F
Operating hum.:	20 ~ 95%(non-condensing)
Measurements:	226*150*72 mm
Weight:	1200 g

III. Exterior



IV. Basic Settings

Click [System Maintenance] to enter the setting menu(necessary settings are marked in Blue):

Clock

Manual time: Select Time Zone(UTC) > Click Apply > Set Date & Time.
Auto time: Tick the Auto Time check box > fill out IP address of a preferred time server > click Apply.

Users

Add/Delete/Modify user information including User ID, Card numbers(Card numbers are used for identifying users and their enrolled fingerprints. It can be the number of an actual RF card, or you may make up a number for an user who is requested to use fingerprint only.), User Names, Access PIN(default: 888888), User Group(if set as VIP the user will be allowed to click the keyboard icon on the bottom of IDF-700's main screen to pop up the keyboard and enter its card number to open the door without reading its card or fingerprint), & User Validity. A much faster and more convenient way for User management is through your IDF-700's Self-contained or PC-end web-interfaced software (for details please refer to p.8 & 15).

System

■ *Network*

For setting IP address, Sub-net Mask, Gateway & DHCP on/off while using Ethernet cable. Once completed click [Apply] to save settings.

■ *Record Option*

For selecting required records & relevant rules:
In Record — In / Clock In records of registered users.
Out Record — Out / Clock Out records of registered users.
Event Record — including all records other than the above two, such as records of unregistered users, alarm, open-button, door open from software, etc.
Record Cycle — if enabled, new records will overwrite old records when IDF-700 memory is full.
Unduplicate — once enabled IDF-700 will stop recording the same card or fingerprint reading in the set interval(inMinute).
5 Digit — this is a special feature designed for those who require the card reader to decode only 5 digits of a card number. Ignore this if you are not sure about what this is!

■ *Tamper Switch*

If enabled, IDF-700 will alarm in case of vicious destruction.

■ *Calibration*

Used for re-calibrating touch screen if touch point found imprecise. Steps to do:
1. Click [Re-calibrate].
2. A positioning cross will appear sequentially 5 times. Press on the centers of these crosses using your finger tip or a stylus precisely until you finish all the 5 crosses. Double-click on the blank screen to complete the procedure.

■ *Beep Hints*

For enable/disable sound for the following:
1. Key
2. Music Ring
3. Hints

■ *Menu Password*

For setting a password for entering [System Maintenance]. Steps to do:
1. Old PIN: input old password(leave it blank if there is not).
2. New PIN: enter a new password(max. 6 digits).
3. New PIN Again: enter the new password again.
4. Click [Apply] to save setting.

■ *Security Level*

For adjusting strictness of fingerprint verification. There are totally 5 levels. The higher the figure is the stricter the verification will be(level 1 is recommended).

■ *Volume*

For adjusting the speaker volume(totally 6 scales & the Mute option).

■ *HTTP & TCP Port*

For assigning IDF-700 HTTP & TCP port.

■ *FTP User Set(to be performed by professionals of your supplier only)*

Each on-line(LAN or WAN) IDF-700 can be logged in via FTP for updating or maintaining its:
1. Residence Application(firmware).
2. Datebase(SQL CE3.5).
3. Self-contained Time & Attendance / Access Control software.
4. Sound files(.wav).
5. All graphics used as User Interfaces, such as the touch screen wallpaper.

■ *System Maintenance*

1. Initialize System: Delete “everything”, including all user information, users’ enrolled fingerprints, attendance records & reset to factory defaults.
2. Delete Users & Finger: Delete all users & their enrolled fingerprints but keep all other settings.
3. Delete All Fingerprints: Delete all enrolled fingerprints but keep all users and other settings.
4. Delete Transactions: Delete all attendance & event records.
5. Reboot Device: for rebooting IDF-700.

■ *Database Backup*

For setting a fixed time everyday for database auto backup to IDF-700’s built-in Micro SD card. The function can be enabled or disabled.

■ *Language*

For selecting interface language of IDF-700’s touch display. Currently supports English & Chinese. More languages will be included soon.

■ *WiFi Setting*

For those who use wireless LAN for data communication.
1. Select Encryption mode.
2. Select Authentication mode.
3. Provide you Wireless LAN connection password/key.

■ *Camera*

Provides following settings to the built-in camera:

1. Enable/Disable camera function.
2. Face detection enabled: once this function is enabled the camera will not take a snap until it successfully detects a human face
3. Photo storage path: for changing photo storage directory in IDF-700's memory(if changed you will not be able to browse photos linked to each attendance/access log in Transaction Report of IDF-700 self-contained Time Attendance/Access Control software).

Door

■☐Contr Mode — this function currently does not apply to model IDF-700.

■ Entry Type(authentication) — provides 6 different combinations of user identification:
1. Card only.
2. PIN only(default PIN: 888888. Changeable at [Users]).
3. Card & PIN.
4. FP only(fingerprint only).
5. FP & Card.
6. FP or Card(either of two will be accepted).

■ Sensor Type: Type of sensors connected to IDF-700(Normally Open/Normally Close).

■ Button Type: Door-open button type(Normally Open/Normally Close).

■ First Card Open: This is a special feature that once activated, in the access-allowed periods of selected [User Group], the door will be kept unlocked since the 1st reading of a registered card/fingerprint until the period ends(door auto lock up then). This function currently does not apply to IDF-700.

■ Open Time: Door unlock duration after each reading of a registered card/fingerprint(default: 5 seconds).

■ Close Time: the interval from the door being unlocked until the door sensor starting detecting whether the door is closed properly(default: 30 seconds). IDF-700 will alert if the door detected not closed.

■ Access PIN: for setting a common(applies to all registered users) door-open password(referring to [Entry Type] described in p.6).

IO Port(DI/DO)

■ Relay 1: for assigning for connecting a Lock, Bell, Alarm, Illegal or Null.

■ Relay 2: for assigning for connecting a Lock, Bell, Alarm, Illegal or Null.

■ WG In: if a Wiegand-interfaced card reader is applied as an external reader you may define it as for In or Out here.

■ Card(main): for assigning IDF-700's built-in card readers(both125KHz & 13.56MHz) as for In or Out. This setting will be necessary only when a Wiegand-interfaced external card reader is applied to IDF-700 for reading cards on different card readers at either side of a door.

■ FP(main): for assigning IDF-700's built-in fingerprint reader as for In or Out.

■ WG Out: for connecting IDF-700 to other host controller(IDF-700 simply works as a data collection unit).

Fingerprint

For enrolling fingerprints of registered users. Each registered user is allowed to enroll 2 different fingerprints. Steps to do:

1. Input the user's Card Number.
2. Click[Enroll Fingerprint] or [Delete Fingerprint].
3. When [Enroll Fingerprint] is clicked, red backlight of the fingerprint sensor on > put your finger on > red backlight off > take your finger off scanner > red backlight on again > put finger on again > red backlight off again > 1st fingerprint enrollment completed > repeat the same procedure for enrolling the 2nd fingerprint if necessary.

V. User Interface

Click this icon & read a card or fingerprint for a Clock-In.

Click this icon & read a card or fingerprint for a Clock-Out.

For entering a Job Code(0~255) before reading a card or fingerprint. The entered Job Code will be part of the attendance record and used for distinguishing/classifying attendances of different types of works. Enter a Job Code, click and then read a card or fingerprint.

Click this icon to enter the [Check Attendance] page. After reading your card or fingerprint you will get your own attendance hours between each Clock-In & Clock-Out. You may choose to browse data of Today, A Week, A Month, Select a Date or All. Click the [Exit] button to return to the main screen after a query.

Click this icon to enter the [Attendance Logs] page. After reading your card or fingerprint you will be able to browse your own Clock-In & Clock-Out records. You may choose to browse data of Today, A Week, A Month, Select a Date or All. Click the [Exit] button to return to the main screen after a query.

VI. Self-contained Time & Attendance / Access Control Software

IDF-700's unique Built-in Web-based software is designed for fulfilling easy Time & Attendance management of small businesses(especially for stand-alone usage and employee numbers is under 30). It allows a system manager to manipulate it simply through a Web Browser such as Microsoft Internet Explorer! Please setup the system accordingly following below steps:

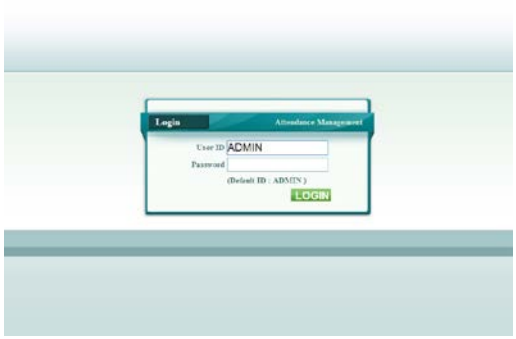
Log onto an IDF-700's built-in web application.

Method 1:

Connect your IDF-700 clock to Ethernet and the device will get an IP address for itself. Enter Menu on the color touch-screen > System > NetWork and write down the device IP address you see. Go to any computer which is in the same network with your IDF-700 terminal, open web browser(ex. Microsoft Internet Explorer) and enter IP address following http:// and followed by "/login.asp"(ie. http://192.168.123.105/login.asp) and press [Enter] key to enter the system log-on page. Enter the default user "ADMIN", leave the password blank, and click [Login] to enter the main page.

Method 2(for setting a designate IP address):
Enter Menu on the color touch-screen > System > and complete IP address, Subnet Mask, Gateway settings accordingly and disable DHCP. Connect your IDF-700 clock to Ethernet(LAN), go to any computer which is in the same network with your IDF-700 terminal, open web browser(ex. Microsoft Internet Explorer) and enter IP address following "http:// "and followed by "/login.asp"(ie. http://192.168.123.105/login.asp) and press [Enter] key to enter the system log-on page. Enter the default password "admin" and click [Login] to enter the main page.

Remark: For WiFi version the settings are at Menu > System > WIFI SET and Menu > System > WIFI IP



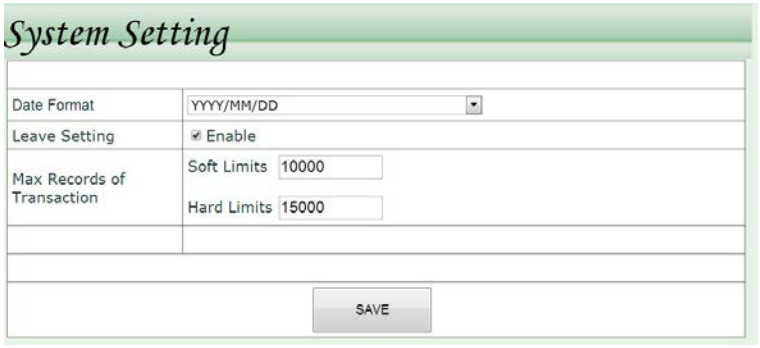
Login page

Main page

Set login password
For changing the default web login password.
1. Click on [Admin Password] in the left menu to enter the setting page.
2. Enter the new password and click [Save] to confirm the change.

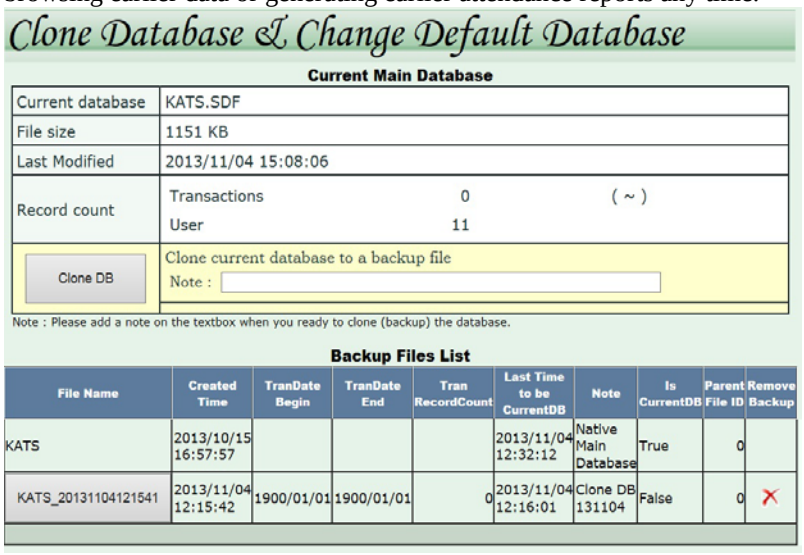
Database Backup(External database backup)
For copying your IDF-700 database to your computer.
1. Click on [Database Backup] in the left menu.
2. IDF-700 database consists of two files, KATS.SDF & DISTR.SDF. Simply click on each file to download it to a favorite directory in your computer so that they can be applied in case of a hardware issue with your IDF-700/SW.

System Setting
Click on [System Setting] in the left menu and you will find 3 settings:
1. Select the Date format that you want to apply to all attendance reports.
2. Enable or disable the Leave Setting function(this function is not ready yet. It's to be formally announced soon).
3. Set the storage roof of Default Database(currently used by system) to maintain high system efficiency.
   Soft Limit: system will emit a reminder when records accumulate to the soft limit.
   Hard Limit: system will force user to run [Transactions Delete] when records accumulate to the hard limit.



Clone Database(Internal database backup)

Backup database in IDF-700's own memory(Micro SD card). [Clone Database] can be taken any time you feel necessary or every time before you run [Transactions Delete]. You may also switch to use an older Clone Database for browsing earlier data or generating earlier attendance reports any time.


Clone Database & Change Default Database
Current Main Database
Current database KATS.SDF
File size 1151 KB
Last Modified 2013/11/04 15:08:06
Record count Transactions 0 (~)
User 11
Clone DB
Clone current database to a backup file
Note :
Note : Please add a note on the textbox when you ready to clone (backup) the database.
Backup Files List
File Name | Created Time | TranDate Begin | TranDate End | Tran RecordCount | Last Time to be CurrentDB | Note | Is CurrentDB | Parent File ID | Remove Backup
KATS | 2013/10/15 16:57:57 | | | | 2013/11/04 12:32:12 | Native Main Database | True | 0 |
KATS_20131104121541 | 2013/11/04 12:15:42 | 1900/01/01 | 1900/01/01 | 0 | 2013/11/04 12:16:01 | Clone DB 131104 | False | 0 |

Attendance Report (Detailed) – for fixed shifts users

For generating detailed employee attendance reports.

1. Click on [Attendance Report Detailed] in the left menu.
2. Select a searching criterion(by User, Department or All employee).
3. Set the query timeframe(yyyy/mm/dd ~ yyyy/mm/dd). Leave the timeframe blank for searching all time.
4. Click the [Query] button to generate the report. You may also click [Print] to print the report or export the report in .csv, .txt and .xls.

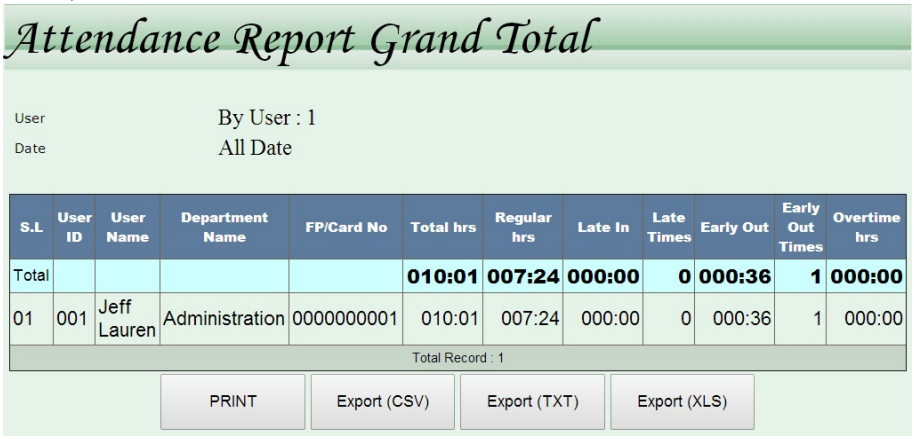
Attendance Report Detailed
By User : (001) Jeff Lauren
By This Week : 2014/04/02 ~ 2014/04/08
S.L | User ID | User Name | Department Name | FP/Card No | Date | Day | In Time | Out Time | Total hrs | Regular hrs | Late | Early Out | Overtime hrs | Absence hrs
Total | | | | | | | | | 10:01 | 08:24 | 00:00 | 00:36 | 00:00 | 27:00
01 | 001 | Jeff Lauren | Administration | 0000000001 | 2014/04/02 | Wednesday | | | | | | | | 09:00
02 | 001 | Jeff Lauren | Administration | 0000000001 | 2014/04/03 | Thursday | 7:53 | 17:54 | 10:01 | 08:24 | | 00:36 | |
03 | 001 | Jeff Lauren | Administration | 0000000001 | 2014/04/04 | Friday | | | | | | | |
04 | 001 | Jeff Lauren | Administration | 0000000001 | 2014/04/05 | Saturday | | | | | | | |
05 | 001 | Jeff Lauren | Administration | 0000000001 | 2014/04/06 | Sunday | | | | | | | |

Attendance Report (Total) – for fixed shifts users

For generating attendance summary(accumulated worked hours).

1. Click [Attendance Report Total] in the left menu.
2. Select searching criterion(by User, Department or All employee).

3. Set the query timeframe(yyyy/mm/dd ~ yyyy/mm/dd). Leave the timeframe blank for searching all time.
4. Click the [Query] button to generate the report. You may also click [Print] to print the report or export the report in .csv, .txt and .xls.



Attendance Report Grand Total

User By User : 1
Date All Date

S.L	User ID	User Name	Department Name	FP/Card No	Total hrs	Regular hrs	Late In	Late Times	Early Out	Early Out Times	Overtime hrs
Total					010:01	007:24	000:00	0	000:36	1	000:00
01	001	Jeff Lauren	Administration	0000000001	010:01	007:24	000:00	0	000:36	1	000:00

Total Record : 1

PRINT Export (CSV) Export (TXT) Export (XLS)

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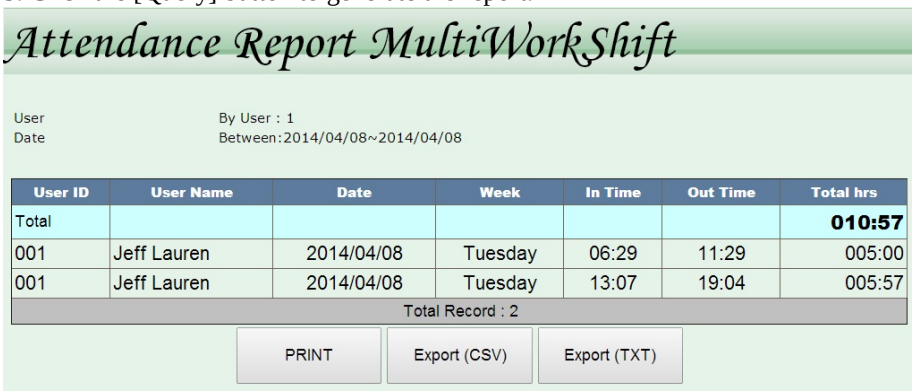
Attendance Report (Multi Work Shift) – for multiple flexible shifts users

This function is for calculating work hour sum of employees who are requested to attend more than one flexible shifts a day. Work hour sum can be calculated and displayed by each single shift, each day or selected date range. To apply this function the clock(IDF-700 series) needs to be switch from Access Control to Time & Attendance mode and employees are requested to press 1 for a clock-in and 2 for a clock-out before they scan their fingerprints or read their proximity badges.

1. Click [Attendance Report (Multi Work Shift)] in the left menu.
2. Select users(by User, Department or All employee).
3. Set the query date range(yyyy/mm/dd ~ yyyy/mm/dd). Leave the columns blank for searching all time.
4. Select report type(by work shift, daily sum or sum of selected date range).
5. Click the [Query] button to generate the report.



Attendance Report MultiWorkShift

User By User : 1
Date Between:2014/04/08~2014/04/08

User ID	User Name	Date	Week	In Time	Out Time	Total hrs
Total						010:57
001	Jeff Lauren	2014/04/08	Tuesday	06:29	11:29	005:00
001	Jeff Lauren	2014/04/08	Tuesday	13:07	19:04	005:57

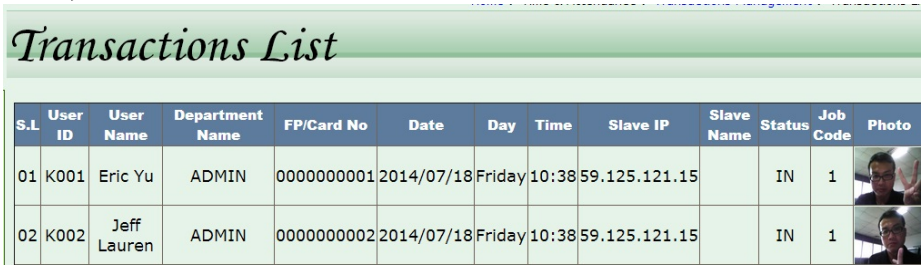
Total Record : 2

PRINT Export (CSV) Export (TXT)

Transactions

For browsing or exporting attendance records.

1. Click [Transactions] in the left menu.
2. Click [Add New] directly to generate a new record manually→select a Card ID(Employee)→enter date & time for that record(format: yyyy/mm/dd hh:mm:ss)→click [Save] to confirm or [Cancel] to abort.
3. Set searching criteria and click [Search] to browse current records stored in the clock database.
4. Click the [Query] button to generate the report. You may also click [Print] to print the report or export the report in .csv, .txt and .xls.



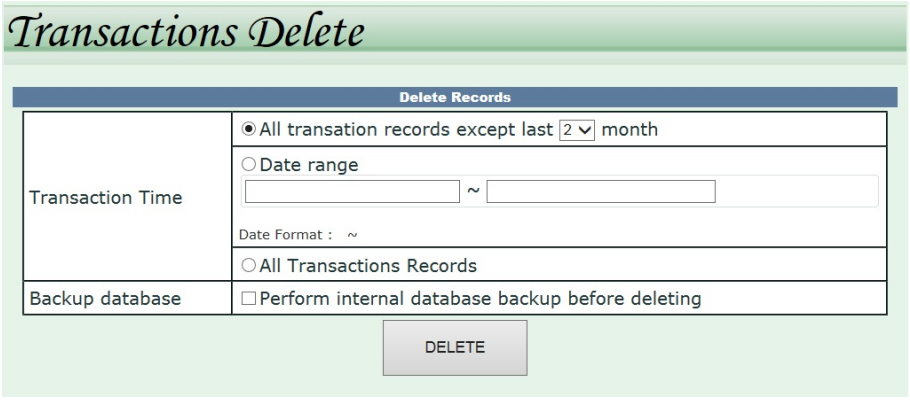
Transactions List

S.L	User ID	User Name	Department Name	FP/Card No	Date	Day	Time	Slave IP	Slave Name	Status	Job Code	Photo
01	K001	Eric Yu	ADMIN	0000000001	2014/07/18	Friday	10:38	59.125.121.15		IN	1	
02	K002	Jeff Lauren	ADMIN	0000000002	2014/07/18	Friday	10:38	59.125.121.15		IN	1	

Transactions Delete

For deleting Transactions(access/attendance records) to reduce database size. You have following choices:

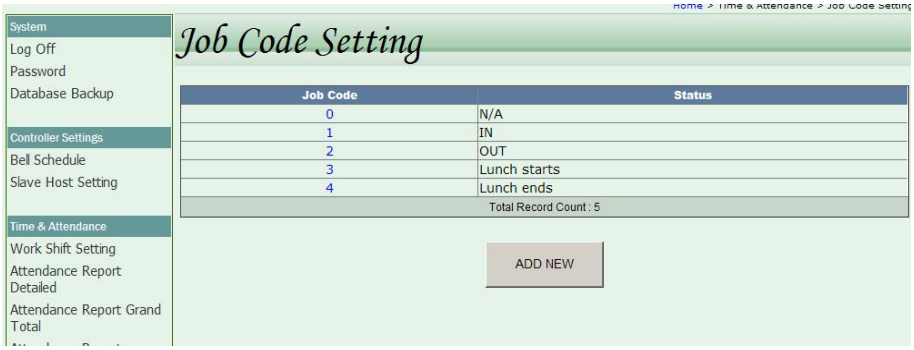
1. Delete all records but keep those of latest 2~6 months.
2. Delete all records in the selected date range.
3. Delete all records .
4. Enable/disable internal database auto backup every time you perform data deletion.



Job Code Setting

For defining reasons of punches(only valid in Time Attendance mode under which each user may enter a code from 1~9 before scanning a card or fingerprint).

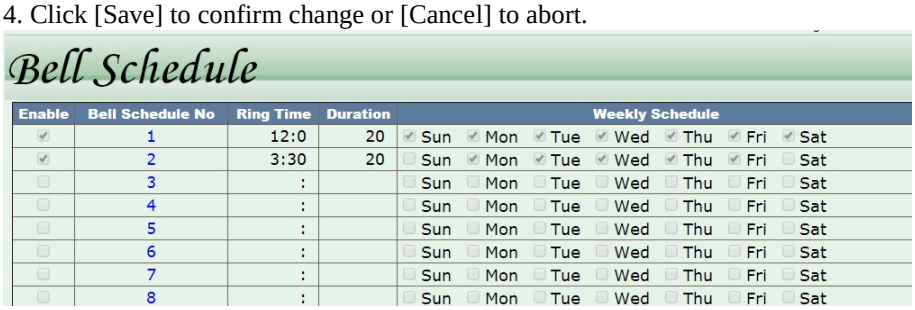
1. Click [Job Code Setting] in the left menu.
2. Click ADD NEW to enter the setting page.
3. Enter a Job Code and its status definition and click Save.

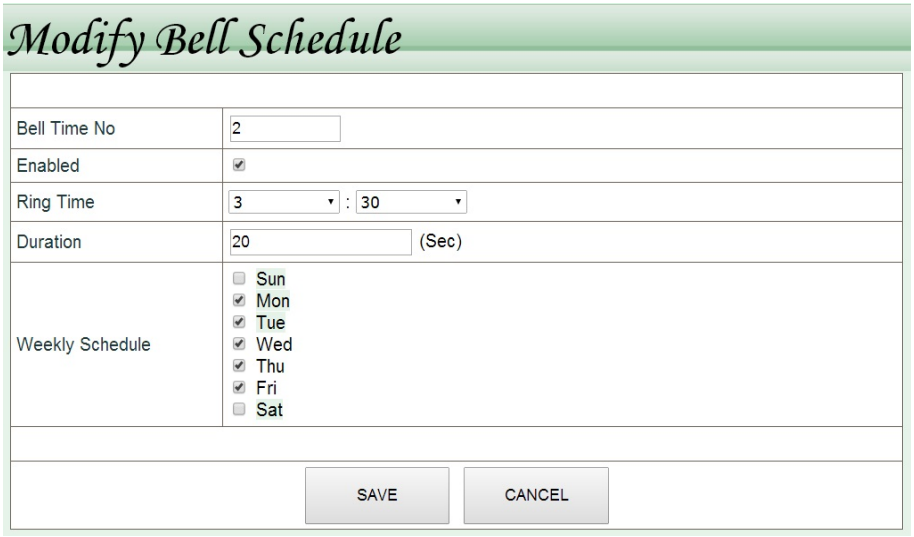


Set Bell Schedule

For programming 50 sets of bell activation schedule.

1. Click on [Bell Schedule] in the left menu to enter the bell schedule list.
2. Click on the [Bell Schedule No.] to enter the setting page.
3. Tick the [Enabled] check box, fill out the [Ring Time] and [Duration], and set the [Weekly Schedule].
4. Click [Save] to confirm change or [Cancel] to abort.


Bell Schedule
Enable
Bell Schedule No
Ring Time
Duration
Weekly Schedule
1 12:0 20 Sun Mon Tue Wed Thu Fri Sat
2 3:30 20 Sun Mon Tue Wed Thu Fri Sat
3 : Sun Mon Tue Wed Thu Fri Sat
4 : Sun Mon Tue Wed Thu Fri Sat
5 : Sun Mon Tue Wed Thu Fri Sat
6 : Sun Mon Tue Wed Thu Fri Sat
7 : Sun Mon Tue Wed Thu Fri Sat
8 : Sun Mon Tue Wed Thu Fri Sat



Slave Host Setting

If you have multiple IDF-700 terminals in a network, you are allowed to designate one of them as a Master terminal. All the users and fingerprints registered to the Master terminal will be reconciled to all the Slave terminals and all the clock-In & Clock-Out records on the Slaves will be collected to the Master in real time.

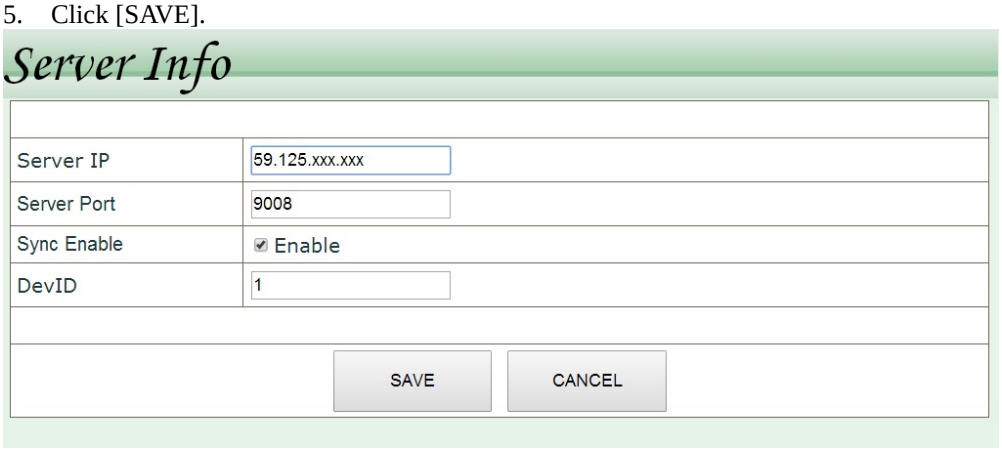
1. Click on [Slave Host Setting] in the left menu to enter the Slave terminal list.
2. Click on a Slave terminal ID(1~30) to enter the detailed setting form.
3. Enable the Slave terminal, enter the IP address it applies and give the terminal a name.
4. Click [Save] to confirm or [Cancel] to discard.

Notice: This setting is only required on the unit that you want to make as Master/Server.

PC Server Info

For editing server information if you choose to install Kizone's KATES central management software on a PC to manage all the IDF-700 in the network (this function is to be set up by professional from your product supplier).

1. Enter the IP of the server PC.
2. Keep the server port 9008 unchanged.
3. Tick to enable this setting.
4. Give this IDF-700 an ID.
5. Click [SAVE].

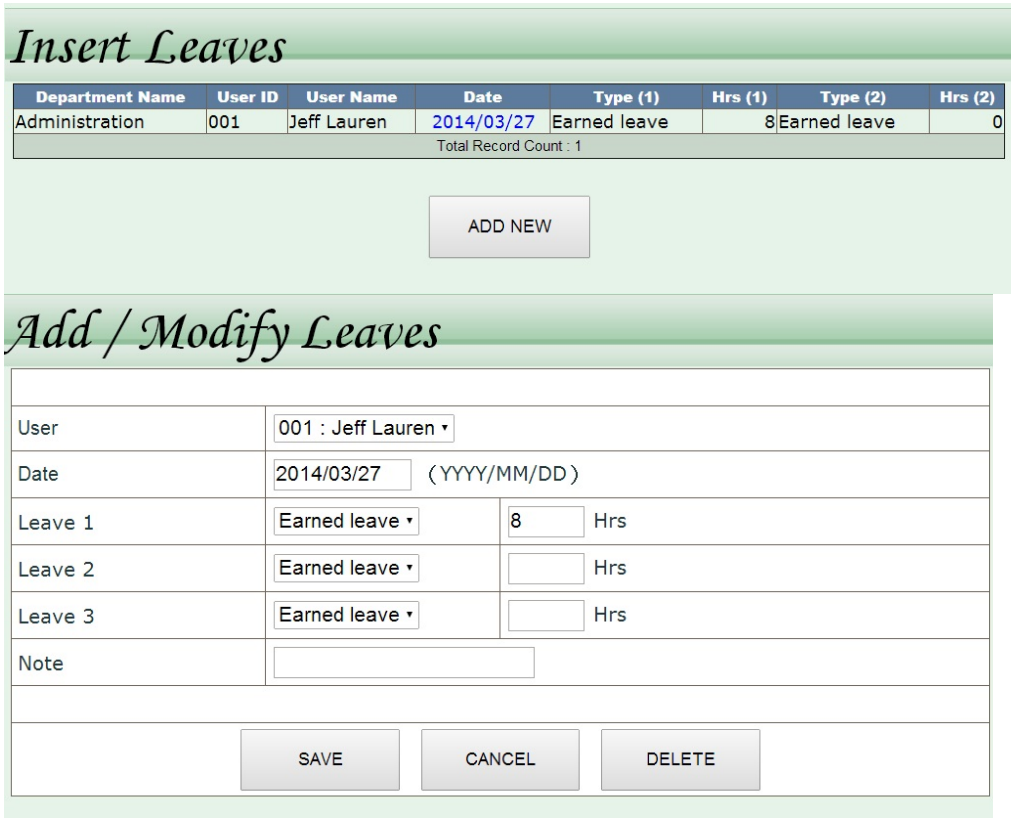


Leave Setting(this function to be formally announced soon)

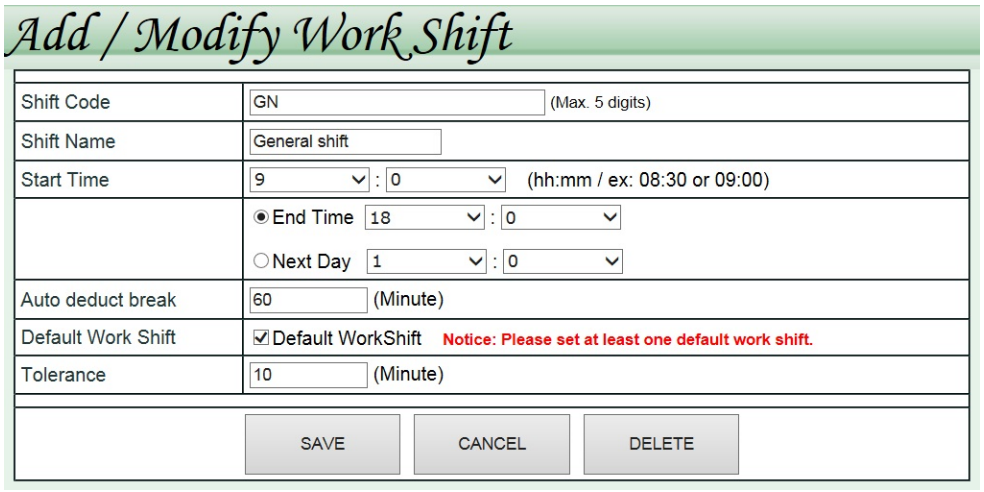
For appending different types of leaves.

1. Click[ADD NEW].
2. Enter Leave No/ID and Leave Name and click [SAVE].

Insert Leaves(this function to be formally announced soon)
For inserting leaves for users/employees. You are allowed to insert 3 leaves a day at most.
1. Click [ADD NEW].
2. Select user/employee, date, leave, enter hours and note and click [SAVE].



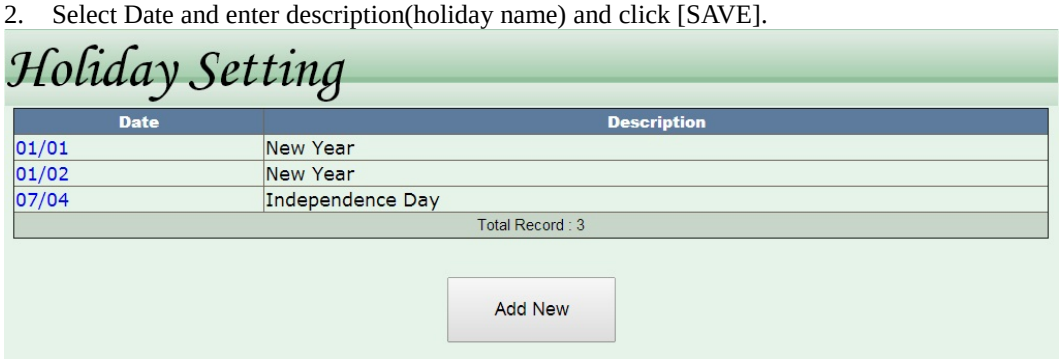
Work Shift Setting
For generating employee work shifts.
1. Click on [Work Shift Setting] in the left menu to enter the work shift list.
2. Click on an existing shift code to modify the details or click [Add New] to append a new work shift.
3. Enter Shift Code, Shift Name, Start Time, End Time and Auto Deduct Break time. Tick the Default Work Shift check box if necessary.
4. Click [save] to confirm, [Cancel] to abort or [Delete] to delete an existing work shift.
Notice: A Cross-day shift spanning two days is allowed only when it's followed by another Cross-day shift or a Holiday.



Holiday Setting

For appending holidays in the year.

1. Click [ADD NEW].
2. Select Date and enter description(holiday name) and click [SAVE].



Department

For browsing, modifying and generating departments.

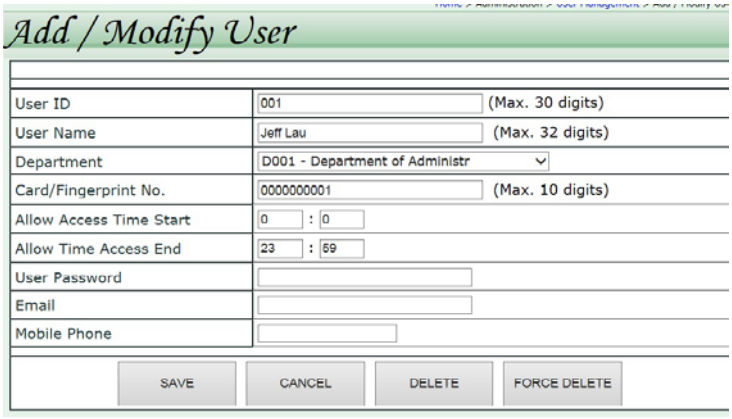
1. Click [Department] in the left menu to browse the current departments list.
2. Click the Department ID directly to get the detail→enter a new Department ID→click [save] to confirm or [Cancel] to abort.
3. Click [Add New]→enter Department ID→enter Department Name→click [save] to confirm or [Cancel] to abort.

User

For browsing/modifying/deleting/adding users(employees).

1. Click [User] in the left menu to browse current users.
2. Click on User ID directly for modifying details of or deleting the user.
3. Click [Add New] to enroll a new user. Enter User ID→enter User Name→assign a department for the user→enter the Card No. if a proximity card will be used(for those users who are using Fingerprints only please also enter virtual Card No. ie. 0001, 0002, 0003, etc.)→click [save] to confirm or [Cancel] to abort.

Notice: All enrolled users will have door access right if IDF-700 is applied for door control.



User Weekly Shift

For programming weekly shift schedules for each user.

1. Click [User Weekly Shift] in the left menu.
2. Select an user→select an work shift for each week day and weekend→click [Save] to confirm.

Notice:

1. The work shift choices contains a built-in shift named “Holiday”.
2. An overnight shift(cross-day shift) can only be followed by another overnight shift or Holiday(Holi) in the next day!

VII. KATES(Super Master) Central Management Software

Introduction

Recommended to use when you are running multiple time/access terminals in the same network and having more than 30 employees or can generate more than 200 records per day!

The KATES Central Management system is a web-based application software for managing multiple time/access terminals such as model AD-350W, AD-350WFP , IDF-200S & IDF-700 in a network. The software is for installing on a PC which runs Windows operating systems such as XP, Vista & 7(both Home & Professional editions). Super Master main functions include:

1. Maintaining employee accounts (including fingerprints), work shifts, shifts rotation program, slave terminal accounts & attendance reports.
2. Automatically synchronizing all the slave terminals employees & fingerprints from its own database.
3. Collecting enrolled fingerprints & attendance/access logs from all the slave terminals.
4. Calculating attendance & exporting reports (in .txt or .xls).
5. Automatically exporting attendance/access log in custom format to designated directory for being further applied to enterprises’ existing payroll or ERP systems(this feature is under development currently).
6. Assigning different door access rights to different users(employees).

KATES consists of:

1. Web pages system.

2. *DataSync* service(Performing synchronization between computer and terminals).
3. KATES Database

How to append access/time terminals

1. Complete the KATES installation on a computer.
2. Complete the installations of all access/time terminals and ensure every terminal has been given an IP address correctly.
3. Log into KATES web. Method: Open web browser such as Internet Explorer. Enter http://IP (IP = IP address of the computer on which KATES was installed. Ex. http://59.125.121.14).
4. Enter [Slave Terminal Setting] / [Slave Host Setting] to add all the installed terminals. If KATES is installed on a PC which is given with a virtual IP address, all the terminals have to use public static IP addresses. In reverse, If public IP address is available for the KATES/PC only and all the terminals in the network have to use virtual IP addresses, you may set these terminals as "Push Sync Client" so that they can "find" the KATES/server and exchange data with it). These appended terminals will then be defined as Slaves which since then will be under the control of the KATES computer(super master) whose tasks include:
    - 4-1. Synchronizing all the Slaves with all users/employees added/deleted on/from itself automatically.
    - 4-2. Collecting fingerprints enrolled from all the Slaves and synchronizing them with all the other Slaves automatically. This makes all users and fingerprints being consistent on each Slave and the KATES computer itself.
    - 4-3. Keeping collecting access/attendance logs from all the Slaves. System manager only needs to log in KATES web to perform all the necessary works involved in data processing.

Login KATES web system

This requires the IP address of the computer which KATES web pages are installed. Please contact your system administrator or products supplier for detailed information.

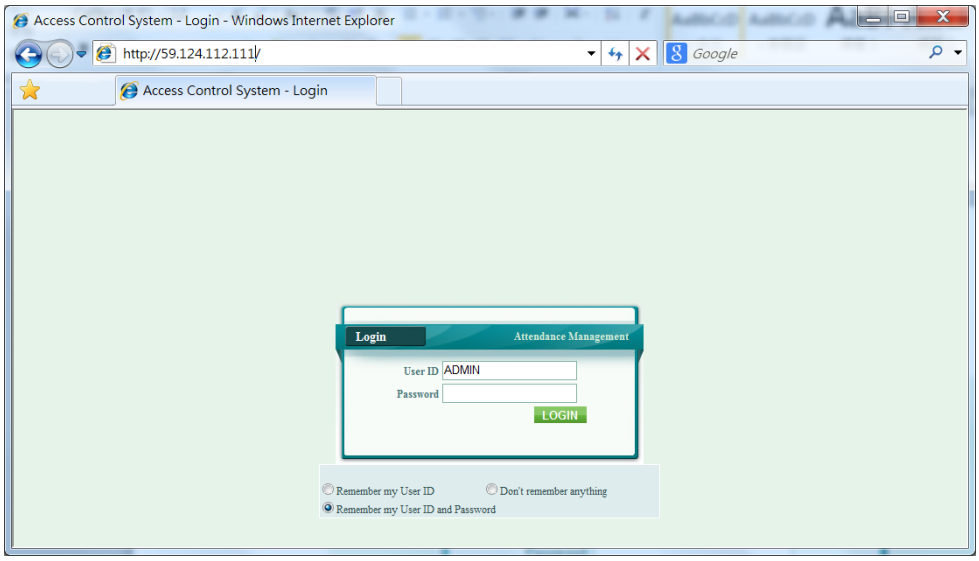
MORE INFO Private IP & Public IP

It's almost assigned the private IP to the client computer in most company. The private IP is present with following three IP address range:

10.x.x.x
172.16.x.x
192.168.x.x

The private IP address can only be accessed in the local network in your organization. It cannot be accessed directly from external. The mechanism of private IP protects your local network against attacks from outsice. But it still can set the translation to redirect between outside and local network.

Once KATES server is successfully installed, you will be able to open the KATES web system through a web browser on any web-enabled computer.



The login page of KATES web system

- **User ID**.
  The default account is “ADMIN” which also owns the highest control authority of the system. Default password is blank and to be set by system administrator.

When a valid User ID and Password is entered, the KATES web system will be redirected to the home page as follow:

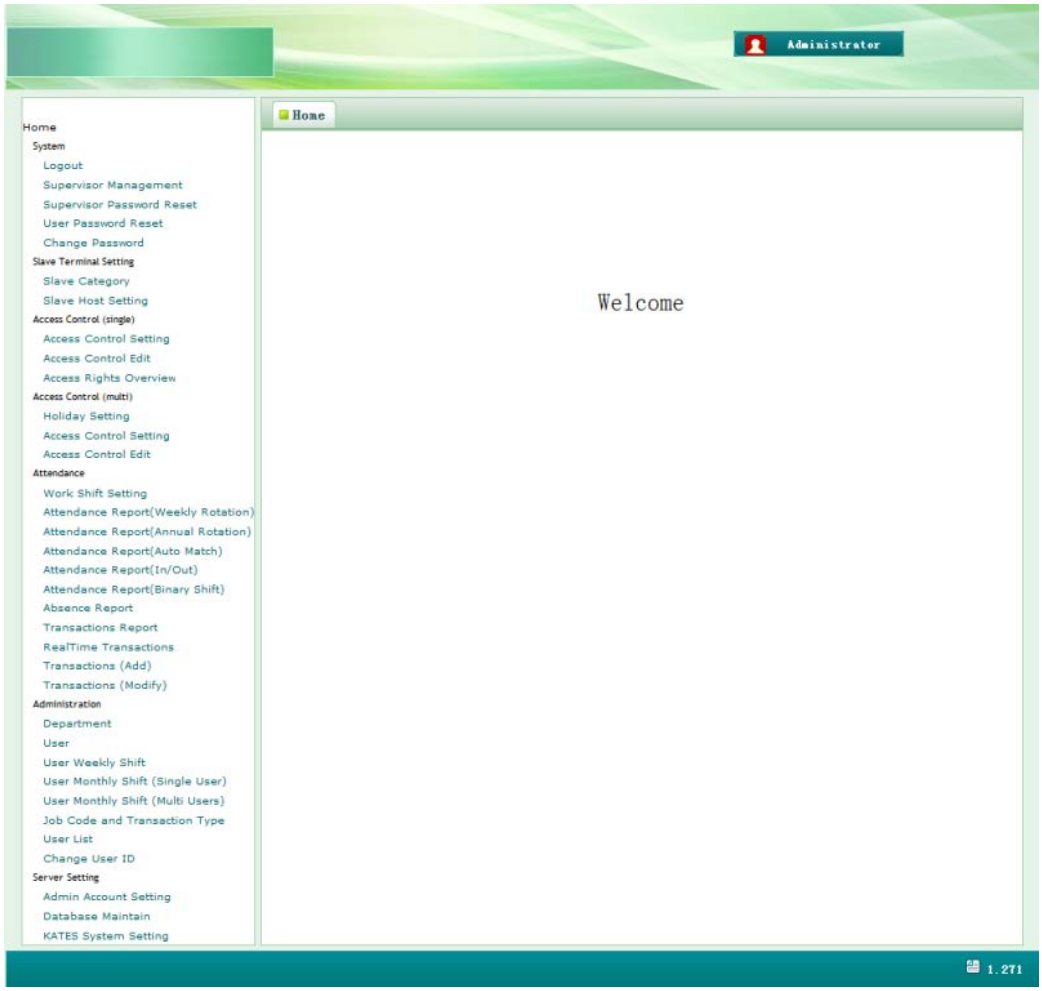


FIGURE The home page of KATES web system

Administration

User Management

The term *User* in KATES refers to "everyone" who uses and is managed under this time attendance and door access management system. Each *User* needs a *Card ID*, for identification purpose, and can register/enroll 2 *Fingerprints* maximum. Appending *Department*s for classifying *Users* if necessary.

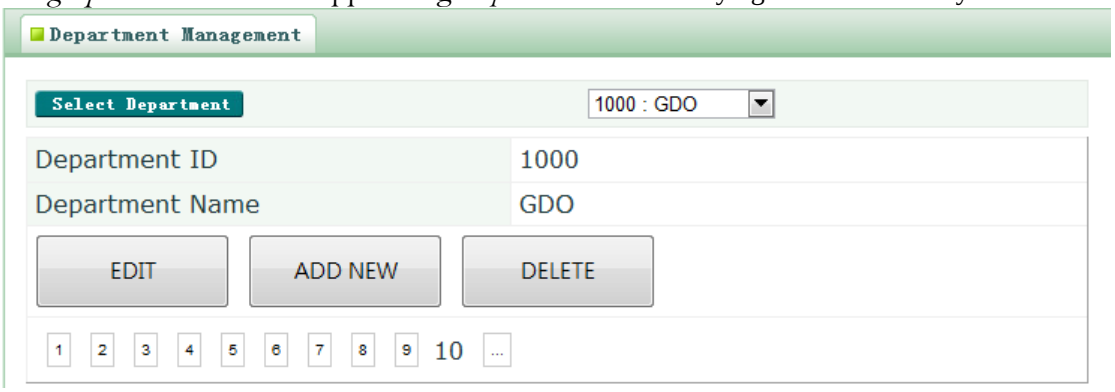


FIGURE The feature of *Department Management*

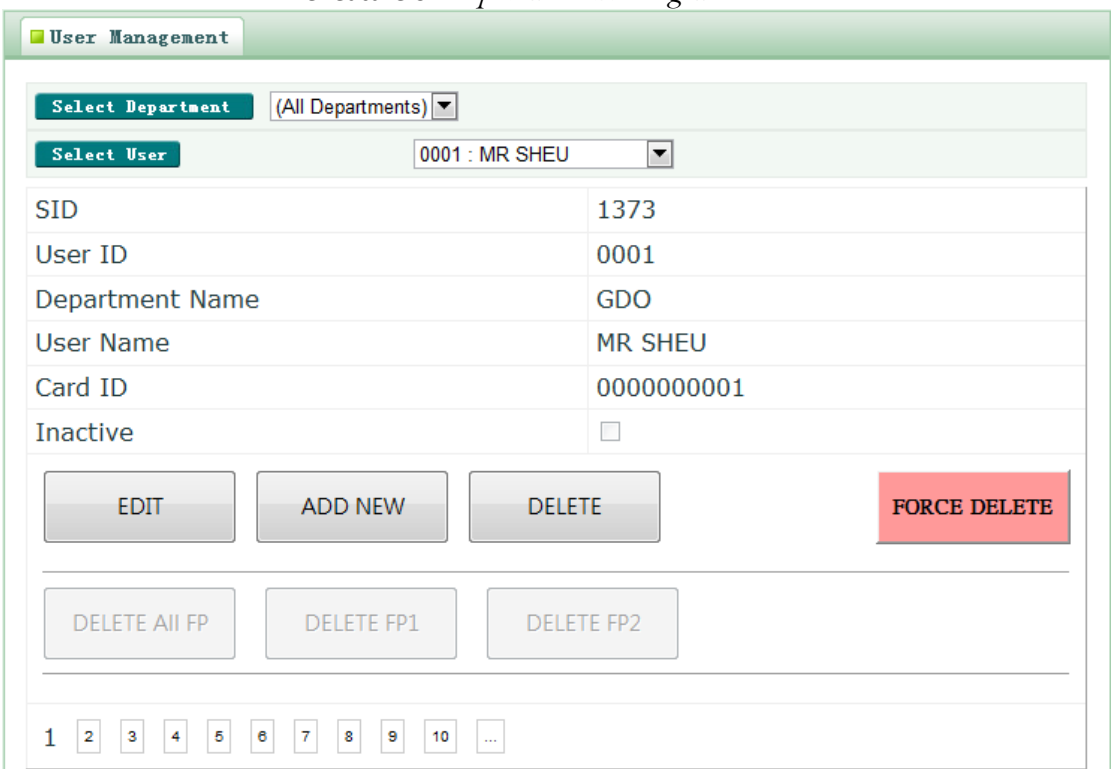
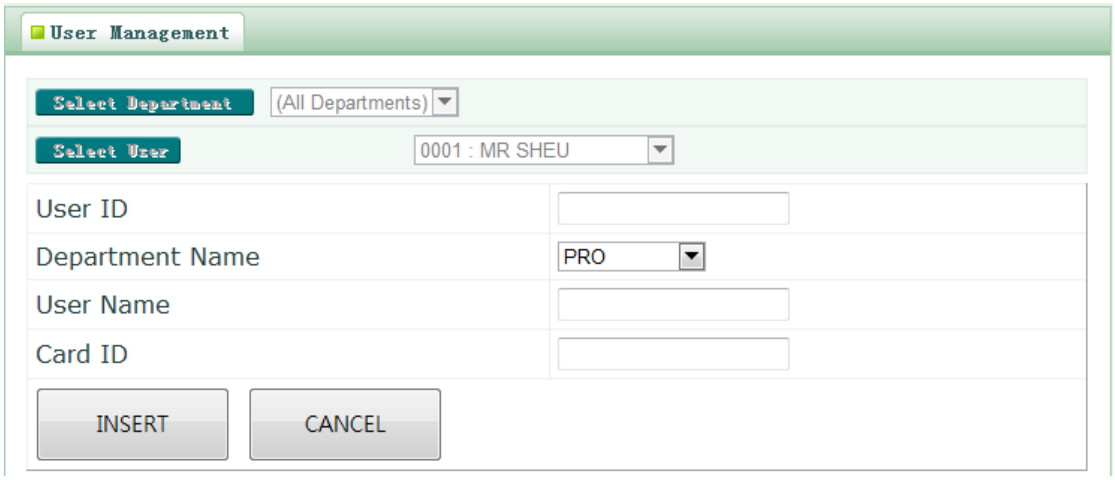


FIGURE The feature of *User Management*

Click **ADD NEW to append a new user**



FIGURE

- User ID
  For identifying *Users* in KATES. Duplicate *User ID* is not allowed. The maximum length of *User ID* is 12 characters
- Card ID
  This is the most important element that plays a key role in data exchange between terminals. Allowed *Card ID* range is from 0000000001 to 4294967295.
- Modifying User

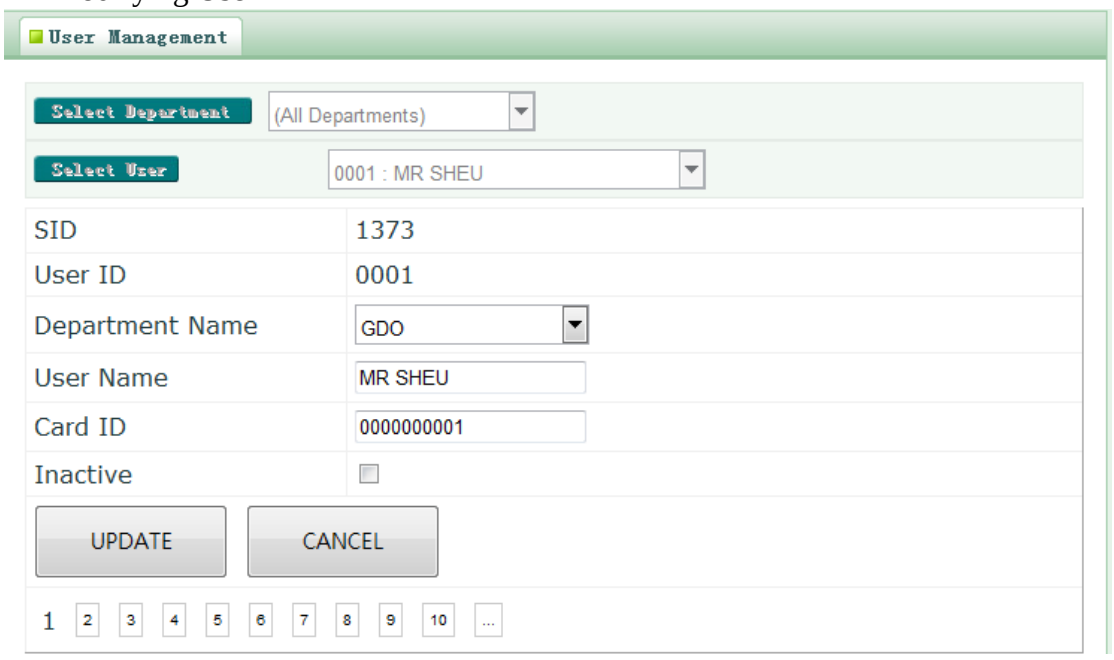


FIGURE **Edit** a *User*

- Inactive
  The term *Inactive* in KATES means disabling the selected User.

User List

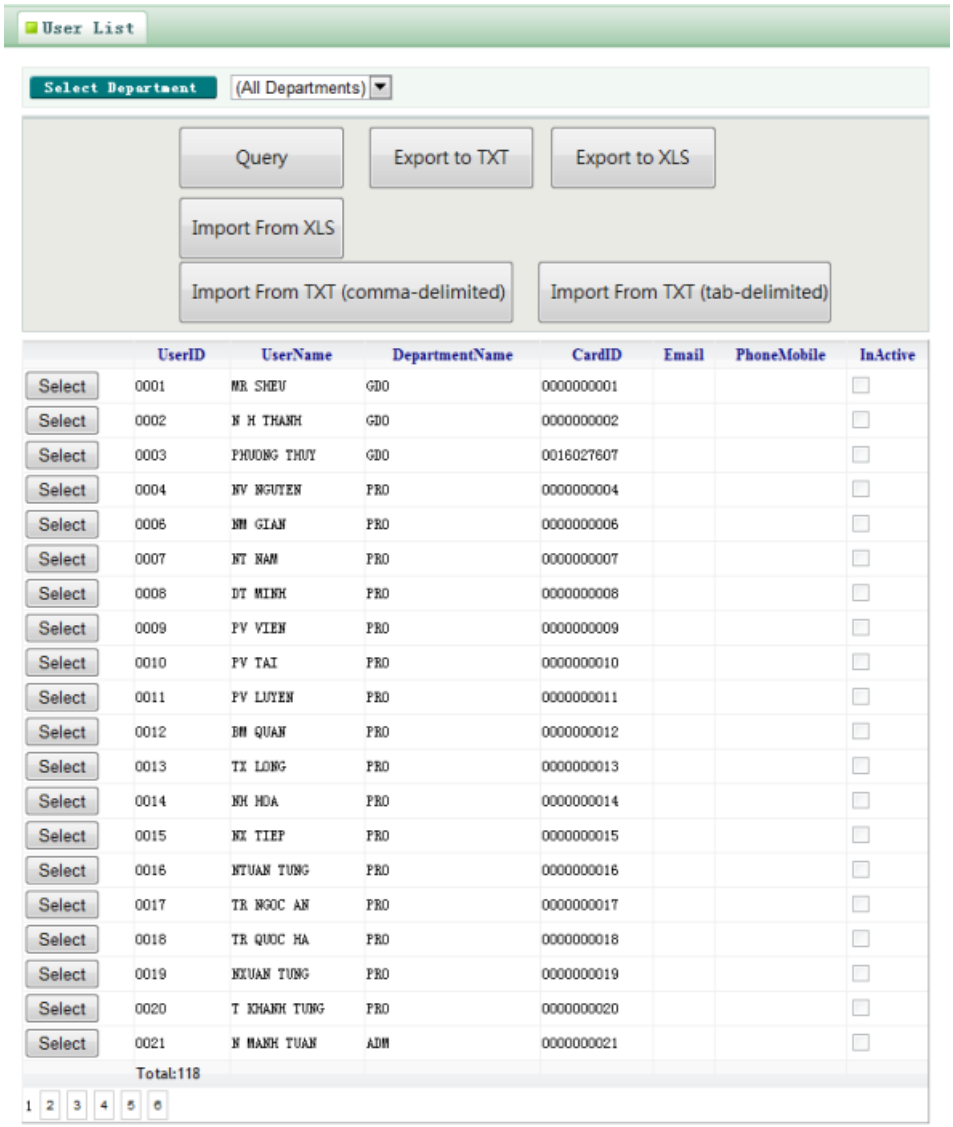
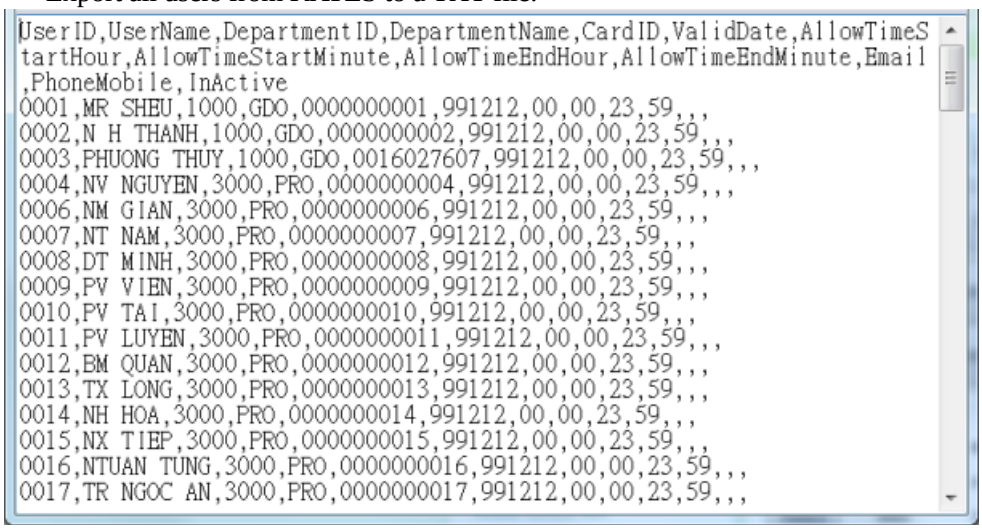

User List
Select Department
(All Departments)
Query
Export to TXT
Export to XLS
Import From XLS
Import From TXT (comma-delimited)
Import From TXT (tab-delimited)
UserID
UserName
DepartmentName
CardID
Email
PhoneMobile
InActive
Select 0001 MR SHEU GDO 0000000001
Select 0002 N H THANH GDO 0000000002
Select 0003 PHUONG THUY GDO 0016027607
Select 0004 NV NGUYEN PRO 0000000004
Select 0006 NM GIAN PRO 0000000006
Select 0007 NT NAM PRO 0000000007
Select 0008 DT MINH PRO 0000000008
Select 0009 PV VIEN PRO 0000000009
Select 0010 PV TAI PRO 0000000010
Select 0011 PV LUYEN PRO 0000000011
Select 0012 BM QUAN PRO 0000000012
Select 0013 TX LONG PRO 0000000013
Select 0014 NH HOA PRO 0000000014
Select 0015 NX TIEP PRO 0000000015
Select 0016 NTUAN TUNG PRO 0000000016
Select 0017 TR NGOC AN PRO 0000000017
Select 0018 TR QUOC HA PRO 0000000018
Select 0019 NTUAN TUNG PRO 0000000019
Select 0020 T KHANH TUNG PRO 0000000020
Select 0021 N MANH TUAN ADM 0000000021
Total:118
1 2 3 4 5 6

FIGURE The feature of *User List*

- Export to TXT

  Export all users from KATES to a TXT file.



```
UserID,UserName,DepartmentID,DepartmentName,CardID,ValidDate,AllowTimeS
tartHour,AllowTimeStartMinute,AllowTimeEndHour,AllowTimeEndMinute,Email
,PhoneMobile,InActive
0001,MR SHEU,1000,GDO,0000000001,991212,00,00,23,59,,,
0002,N H THANH,1000,GDO,0000000002,991212,00,00,23,59,,,
0003,PHUONG THUY,1000,GDO,0016027607,991212,00,00,23,59,,,
0004,NV NGUYEN,3000,PRO,0000000004,991212,00,00,23,59,,,
0006,NM GIAN,3000,PRO,0000000006,991212,00,00,23,59,,,
0007,NT NAM,3000,PRO,0000000007,991212,00,00,23,59,,,
0008,DT MINH,3000,PRO,0000000008,991212,00,00,23,59,,,
0009,PV VIEN,3000,PRO,0000000009,991212,00,00,23,59,,,
0010,PV TAI,3000,PRO,0000000010,991212,00,00,23,59,,,
0011,PV LUYEN,3000,PRO,0000000011,991212,00,00,23,59,,,
0012,BM QUAN,3000,PRO,0000000012,991212,00,00,23,59,,,
0013,TX LONG,3000,PRO,0000000013,991212,00,00,23,59,,,
0014,NH HOA,3000,PRO,0000000014,991212,00,00,23,59,,,
0015,NX TIEP,3000,PRO,0000000015,991212,00,00,23,59,,,
0016,NTUAN TUNG,3000,PRO,0000000016,991212,00,00,23,59,,,
0017,TR NGOC AN,3000,PRO,0000000017,991212,00,00,23,59,,,
```

FIGURE The example of exported file in TXT format.

- Export to XLS

  Export all *Users* from KATES to a XLS file(HTML format).

A1 UserID

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	UserID	UserName	DepartmentID	DepartmentName	CardID	ValidDate	AllowTimeStartHour	AllowTimeStartMinute	AllowTimeEndHour	AllowTimeEndMinute	Email	PhoneMobile	InActive	
2	0001	MR SHEU	1000	GDO	0000000001	991212	00	00	23	59				
3	0002	N H THANH	1000	GDO	0000000002	991212	00	00	23	59				
4	0003	PHUONG THUY	1000	GDO	0016027607	991212	00	00	23	59				
5	0004	NV NGUYEN	3000	PRO	0000000004	991212	00	00	23	59				
6	0006	NM GIAN	3000	PRO	0000000006	991212	00	00	23	59				
7	0007	NT NAM	3000	PRO	0000000007	991212	00	00	23	59				
8	0008	DT MINH	3000	PRO	0000000008	991212	00	00	23	59				
9	0009	PV VIEN	3000	PRO	0000000009	991212	00	00	23	59				
10	0010	PV TAI	3000	PRO	0000000010	991212	00	00	23	59				
11	0011	PV LUYEN	3000	PRO	0000000011	991212	00	00	23	59				
12	0012	BM QUAN	3000	PRO	0000000012	991212	00	00	23	59				
13	0013	TX LONG	3000	PRO	0000000013	991212	00	00	23	59				
14	0014	NH HOA	3000	PRO	0000000014	991212	00	00	23	59				
15	0015	NX TIEP	3000	PRO	0000000015	991212	00	00	23	59				
16	0016	NTUAN TUNG	3000	PRO	0000000016	991212	00	00	23	59				
17	0017	TR NGOC AN	3000	PRO	0000000017	991212	00	00	23	59				
18	0018	TR QUOC HA	3000	PRO	0000000018	991212	00	00	23	59				
19	0019	NXUAN TUNG	3000	PRO	0000000019	991212	00	00	23	59				
20	0020	T KHANH TUNG	3000	PRO	0000000020	991212	00	00	23	59				
21	0021	N MANH TUAN	5000-1	ADM	0000000021	991212	08	00	17	00				
22	0022	H BICH LIEN	5000-1	ADM	0016051406	991231	00	00	23	59				
23	0023	HA TUAN	5000-1	ADM	0000000023	991212	00	00	23	59				
24	0024	DUONG Q DAT	5000-1	ADM	0000000024	991212	08	00	17	00				
25	0025	L THU THAO	5000-1	ADM	0000000025	991212	00	00	23	59				
26	0026	LT THUONG	5000-1	ADM	0000000026	991212	00	00	23	59				
27	0027	NT THAO	5000-1	ADM	0000000027	991212	00	00	23	59				
28	0028	TR T DAN	5000-1	ADM	0000000028	991212	00	00	23	59				

FIGURE The example of exported file in XLS (HTML) format.

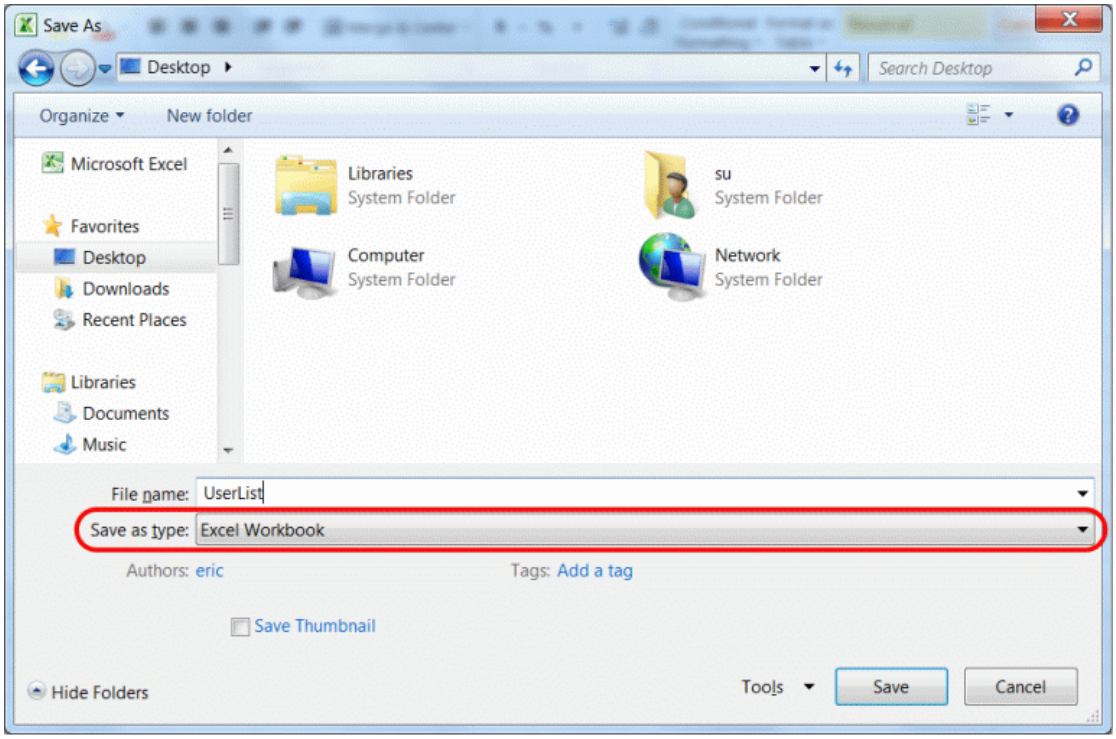


FIGURE The example of *Save As* from EXCEL

Work Shift Management

First at all, KATES need to know the definition of work shift time, it includes *Start Time* and *End Time* of a *Work Shift.*

- Shift Code
  For identifying a work shift in KATES system.
- Break Time
  For setting time interval(in minute) of lunch break or tea break which KATES web system will deduct from attendance hours when calculating *Normal Time* in *Attendance Reports.*
- Default
  For designating one of the appended work shifts as the default KATES web system. System will automatically assign the default work shift to all appended new Users.

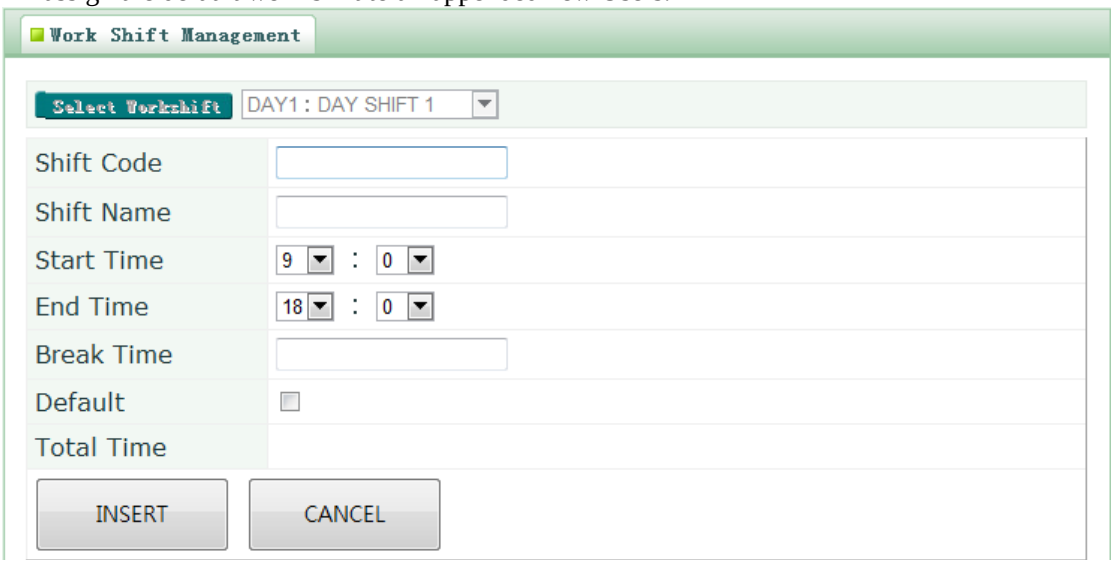


FIGURE The example of **ADD NEW** of **Work Shift Management**

User Weekly Shift

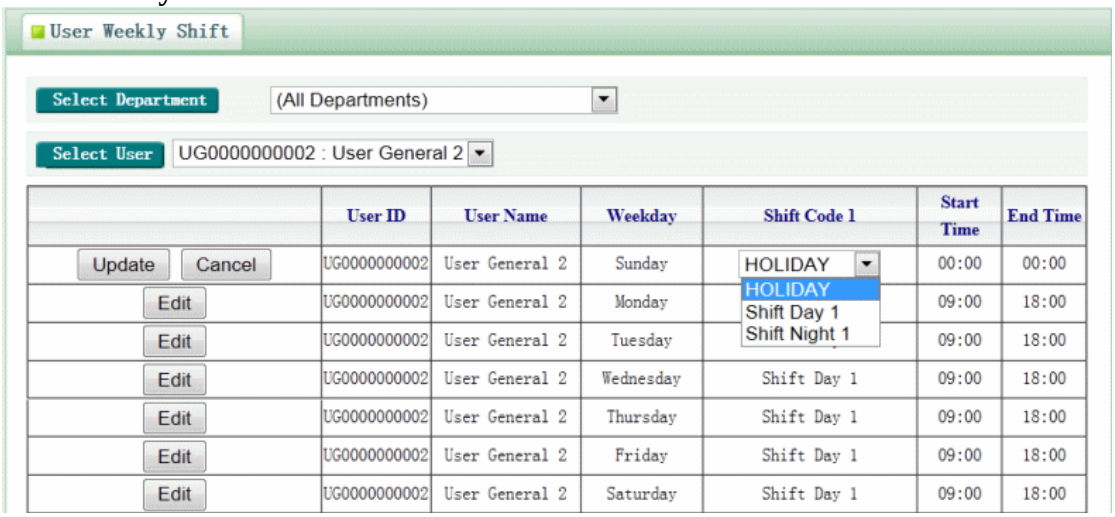


FIGURE The example of **User Weekly Shift**

Import Shift Program in .XLS

If your enterprise requires each person to attend different shifts in different dates, you may go to [Administration] / [User Monthly Shift(multi-user)] to download a Monthly Shift Schedule form in XLS or HTML(Max. 6 months) and assign shifts(entering correspondent Shift Codes) for every person. Once completed, import the file back to

KATES database (both types of downloaded file are in Web format, and need to be save as real XLS before you import it back to KATES system!). Whenever you need to modify shift for a particular person in a particular date, you may enter [Administration] / [User Monthly Shift(single user)] to complete the job. Once you finish the settings, you may enter [Attendance] / [Attendance Report(Annual Rotation)] to generate required reports for the selected period.

Remark: You may also want to use different grid back-ground colors to highlight different shifts and attendance status in [User Monthly Shift(multi-user)] and the [Absence Report]. This can be fulfilled in [Attendance status Setting].

Attendance

Transaction(access/attendance logs)

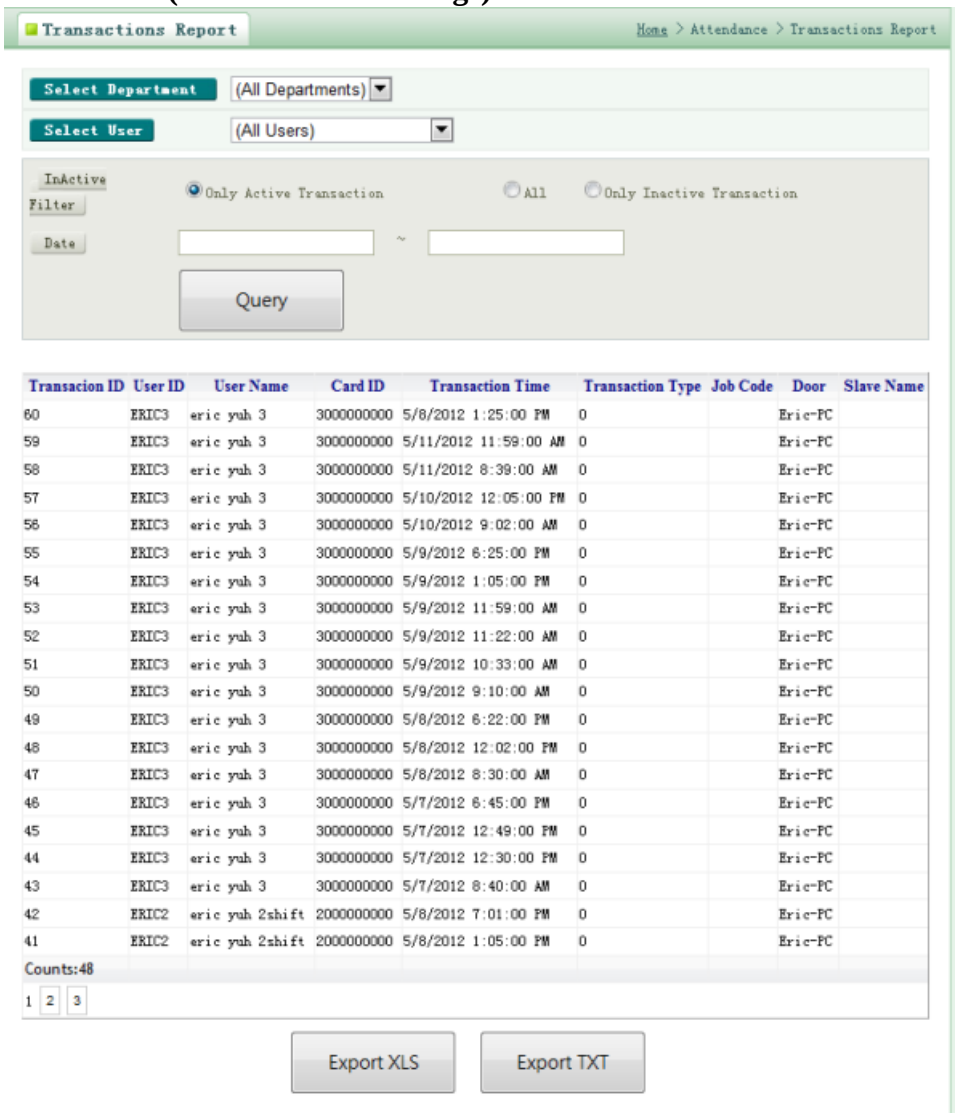

Transactions Report
Home > Attendance > Transactions Report
Select Department
(All Departments)
Select User
(All Users)
InActive Filter
Only Active Transaction
All
Only Inactive Transaction
Date
Query
Transacion ID | User ID | User Name | Card ID | Transaction Time | Transaction Type | Job Code | Door | Slave Name
60 | ERIC3 | eric yuh 3 | 3000000000 | 5/8/2012 1:25:00 PM | 0 | | Eric-PC |
59 | ERIC3 | eric yuh 3 | 3000000000 | 5/11/2012 11:59:00 AM | 0 | | Eric-PC |
58 | ERIC3 | eric yuh 3 | 3000000000 | 5/11/2012 8:39:00 AM | 0 | | Eric-PC |
57 | ERIC3 | eric yuh 3 | 3000000000 | 5/10/2012 12:05:00 PM | 0 | | Eric-PC |
56 | ERIC3 | eric yuh 3 | 3000000000 | 5/10/2012 9:02:00 AM | 0 | | Eric-PC |
55 | ERIC3 | eric yuh 3 | 3000000000 | 5/9/2012 6:25:00 PM | 0 | | Eric-PC |
54 | ERIC3 | eric yuh 3 | 3000000000 | 5/9/2012 1:05:00 PM | 0 | | Eric-PC |
53 | ERIC3 | eric yuh 3 | 3000000000 | 5/9/2012 11:59:00 AM | 0 | | Eric-PC |
52 | ERIC3 | eric yuh 3 | 3000000000 | 5/9/2012 11:22:00 AM | 0 | | Eric-PC |
51 | ERIC3 | eric yuh 3 | 3000000000 | 5/9/2012 10:33:00 AM | 0 | | Eric-PC |
50 | ERIC3 | eric yuh 3 | 3000000000 | 5/9/2012 9:10:00 AM | 0 | | Eric-PC |
49 | ERIC3 | eric yuh 3 | 3000000000 | 5/8/2012 6:22:00 PM | 0 | | Eric-PC |
48 | ERIC3 | eric yuh 3 | 3000000000 | 5/8/2012 12:02:00 PM | 0 | | Eric-PC |
47 | ERIC3 | eric yuh 3 | 3000000000 | 5/8/2012 8:30:00 AM | 0 | | Eric-PC |
46 | ERIC3 | eric yuh 3 | 3000000000 | 5/7/2012 6:45:00 PM | 0 | | Eric-PC |
45 | ERIC3 | eric yuh 3 | 3000000000 | 5/7/2012 12:49:00 PM | 0 | | Eric-PC |
44 | ERIC3 | eric yuh 3 | 3000000000 | 5/7/2012 12:30:00 PM | 0 | | Eric-PC |
43 | ERIC3 | eric yuh 3 | 3000000000 | 5/7/2012 8:40:00 AM | 0 | | Eric-PC |
42 | ERIC2 | eric yuh 2shift | 2000000000 | 5/8/2012 7:01:00 PM | 0 | | Eric-PC |
41 | ERIC2 | eric yuh 2shift | 2000000000 | 5/8/2012 1:05:00 PM | 0 | | Eric-PC |
Counts:48
1 2 3
Export XLS
Export TXT

FIGURE The example of **Transaction Report**

Transactions Add

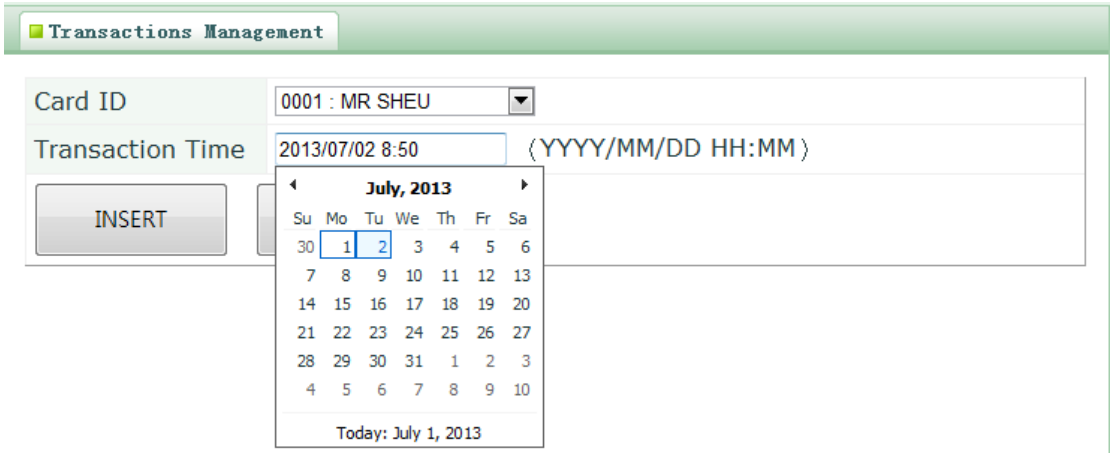

Transactions Management
Card ID
0001 : MR SHEU
Transaction Time
2013/07/02 8:50
〈YYYY/MM/DD HH:MM〉
INSERT
July, 2013
Su Mo Tu We Th Fr Sa
30 1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31 1 2 3
4 5 6 7 8 9 10
Today: July 1, 2013

FIGURE Example of **Add Transaction**

Transactions Modify

- TranType
  TranType is used for marking the type of an attendance record. KATES is able to calculate attendance reports sorted by TranTypes.
- Inactive
  The term *Inactive* here refers to disabling selected records.

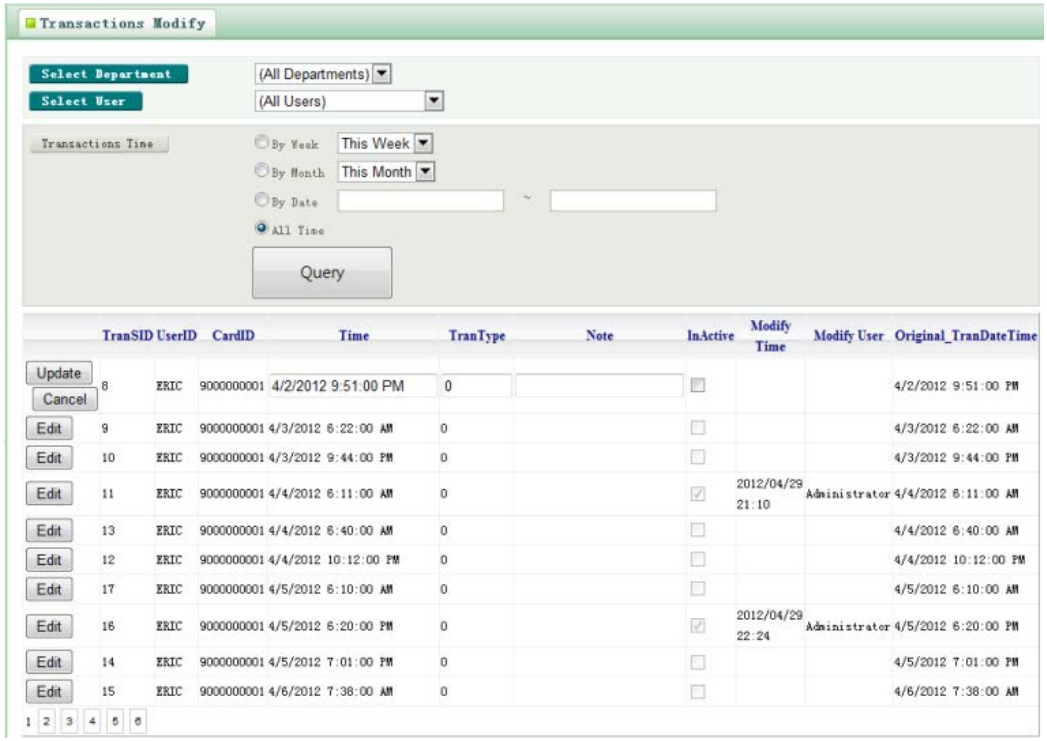


FIGURE The example of **Transaction Modify**

Attendance Report (Weekly Rotation)

- Total
  Once selected system will sum up the attendance hours of selected period of each user.
- Detail
  Once selected system will provide detailed attendance status by day.

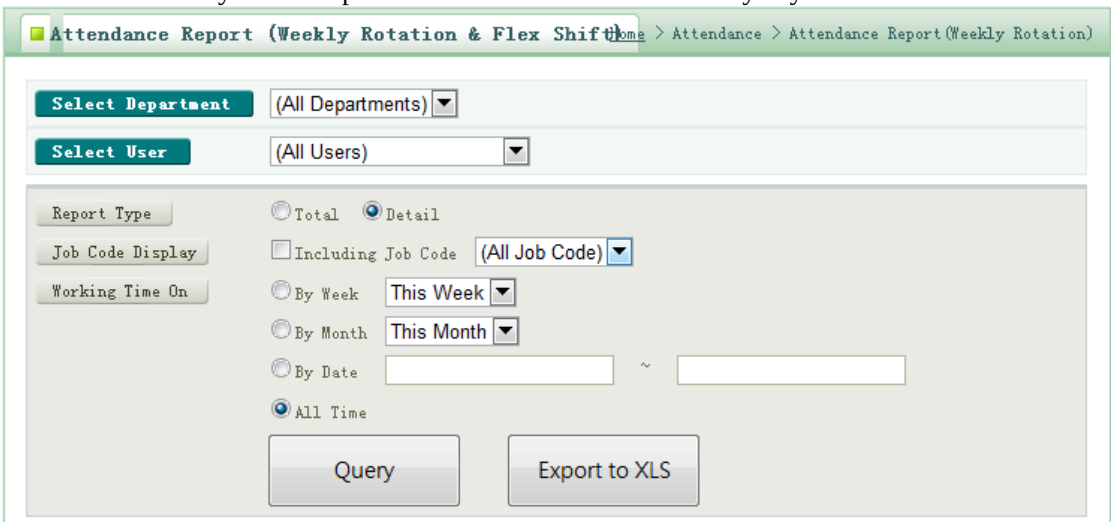


FIGURE The report option of **Attendance Report (Weekly Rotation)**

- In
  The first Clock-in of the day.
- Out
  The last Clock-out of the day.
- Total
  The time interval from *the first Clock-in to the last Clock-out*.
- Late
  Time of being late to work.
- Early leave
  The time of leaving early.
- Normal
  Total working hours in the assigned work shift.

Flexible Shift work hour calculation

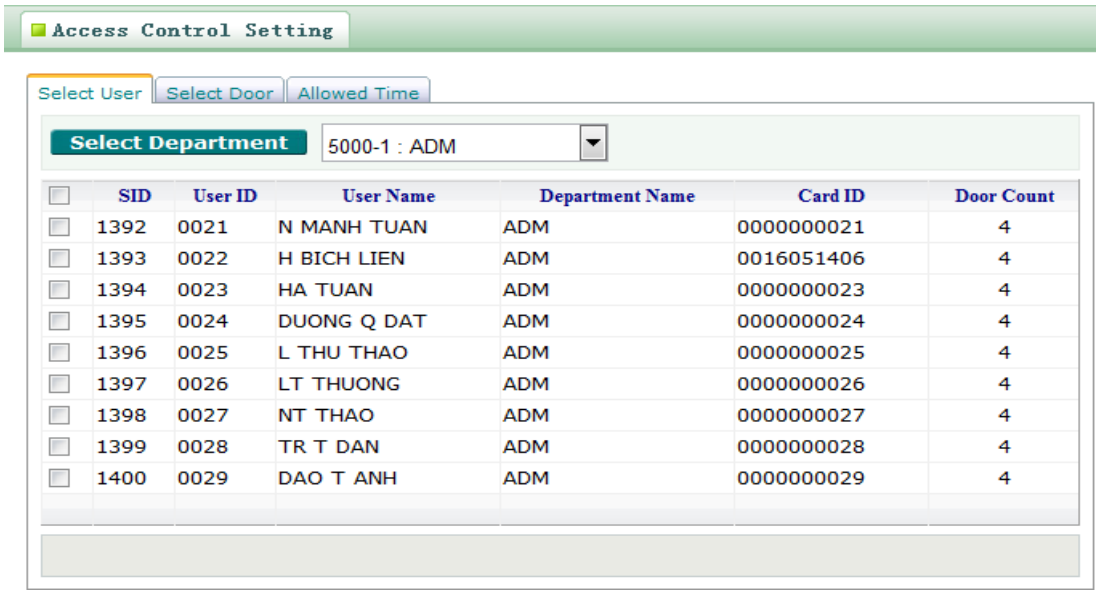
1. Attendance Report(Auto Match): system programs will judge automatically which is an IN record and which is an OUT record and calculate work hours of all attending periods. This report suits those who attends one or more flexible shifts a day.
2. Attendance Report(In/Out): system programs will calculate work hours of all attending periods according to records which are flagged(1 for IN and 2 for OUT). To fulfill this application your Kizone time clocks will need to be switched to Time Attendance Mode under which you may define each punching , as an IN or an OUT, through either the JOB button displayed on the Touch LCD permanently or the IN & OUT buttons which will only pop up after each punching. This report also suits those who attends one or more flexible shifts a day.

Access Control

Access Control Setting

If your access/time terminals are used for controlling doors other than time clocks, this function let you assign different access-allowed periods on different doors for different persons easily and quickly. All the settings will be synchronized to all the Slaves automatically. Steps are as follow:

- Select Users (who)
- Select Door (where)
- Allowed Time (when)



SID	User ID	User Name	Department Name	Card ID	Door Count
1392	0021	N MANH TUAN	ADM	0000000021	4
1393	0022	H BICH LIEN	ADM	0016051406	4
1394	0023	HA TUAN	ADM	0000000023	4
1395	0024	DUONG Q DAT	ADM	0000000024	4
1396	0025	L THU THAO	ADM	0000000025	4
1397	0026	LT THUONG	ADM	0000000026	4
1398	0027	NT THAO	ADM	0000000027	4
1399	0028	TR T DAN	ADM	0000000028	4
1400	0029	DAO T ANH	ADM	0000000029	4

FIGURE Step 1 (**Select Users**) on *Access Control Setting*

MORE INFO The column of *Door Count*

Door Count: Quantities of doors involved in the setting.

ID	IP (Public)	Slave Name	User Count
1	220.133.124.106	遠百工務所	118
3	334454	adasf	118
5	454545		118
6	erictesthost1.intddns.com	test1	118

FIGURE Step 2 (**Select Door**) on *Access Control Setting*

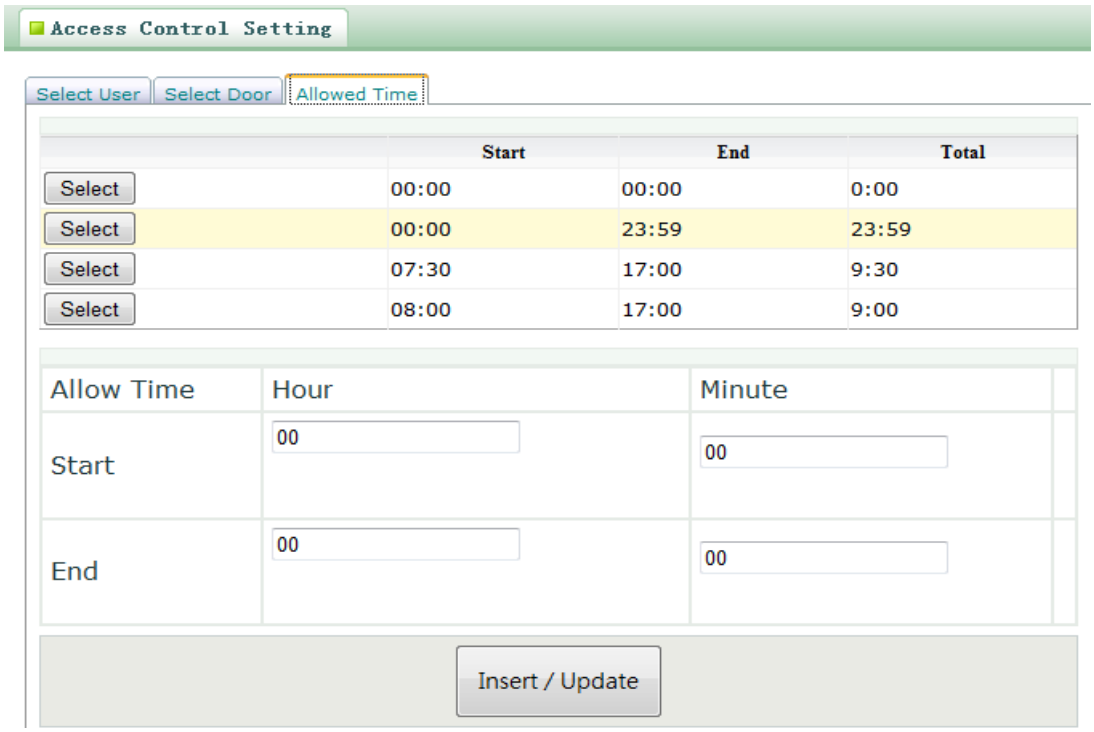


FIGURE Step 3 (**Allowed Time**) on *Access Control Setting*

Access Control (advanced) Under development!

- Holiday Setting

Access Control (advanced) supports setting and defining Holidays in the year.

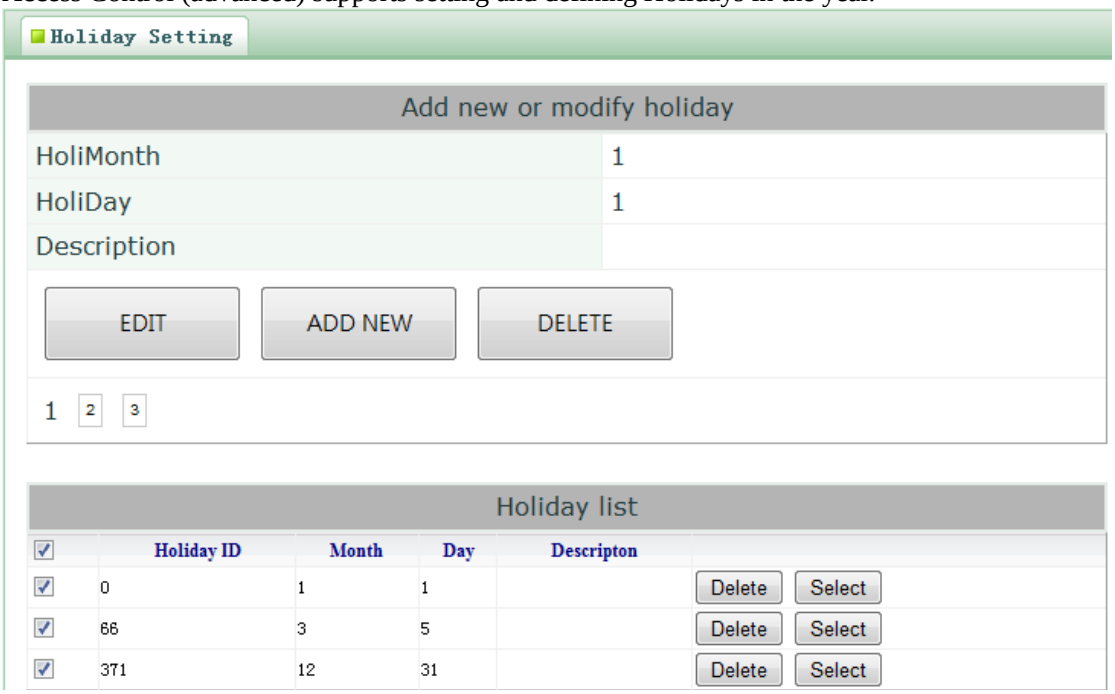


FIGURE *Holiday Setting*

- Access Control Setting

First you have to add as many *TimeSet* as required. System provides two default *TimeSets* as below:

- NO passing
  00:00 ~ 00:00

- 24 Hour Passing
  00:00 ~ 23:59

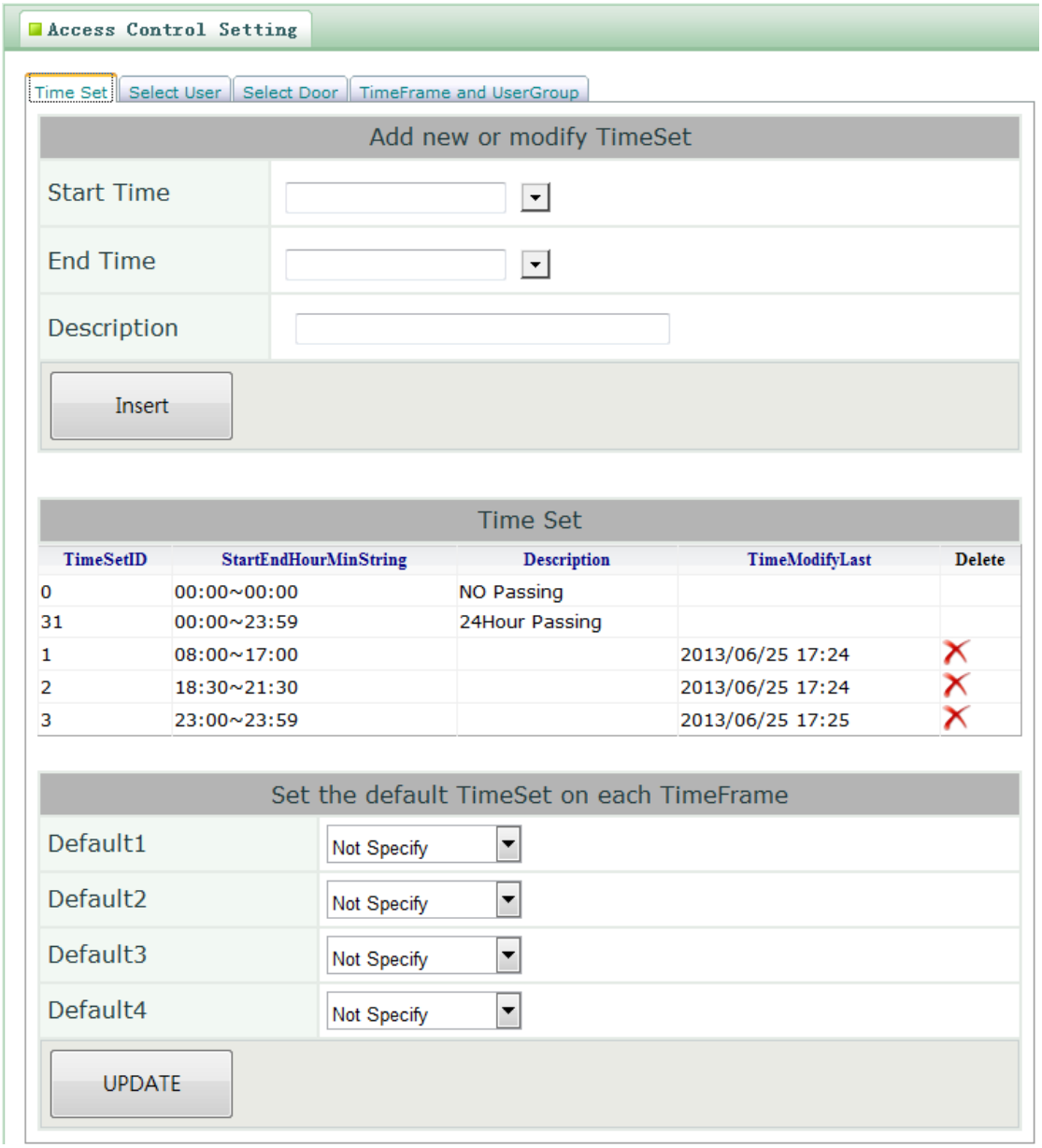


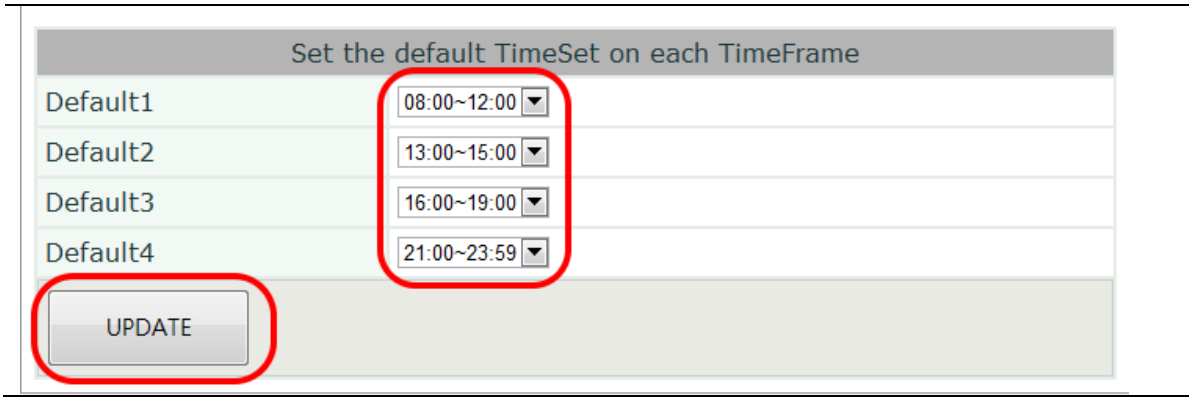
FIGURE Step 1 (**Time Set**) on *Access Control Setting (advanced)*

MORE INFO Assign a *TimeSet* to each *TimeFrame*

Example:

Day	*TimeFrame1*	*TimeFrame2*	*TimeFrame3*	*TimeFrame4*
Sun	00:00 ~ 00:00			
Mon	08:00 ~ 12:00	13:00 ~ 15:00		
Tue	08:00 ~ 12:00	13:00 ~ 15:00	16:00 ~ 19:00	
Wed	08:00 ~ 12:00	13:00 ~ 15:00	16:00 ~ 19:00	21:00 ~ 23:59
Thu	08:00 ~ 12:00			
Fri	00:00 ~ 23:59			
Sat	00:00 ~ 00:00			

Assiging *TimeSet* for each day of the week could be time-consuming. You may want system to load the default for the first time use. And you always can make changes on the system afterwards.



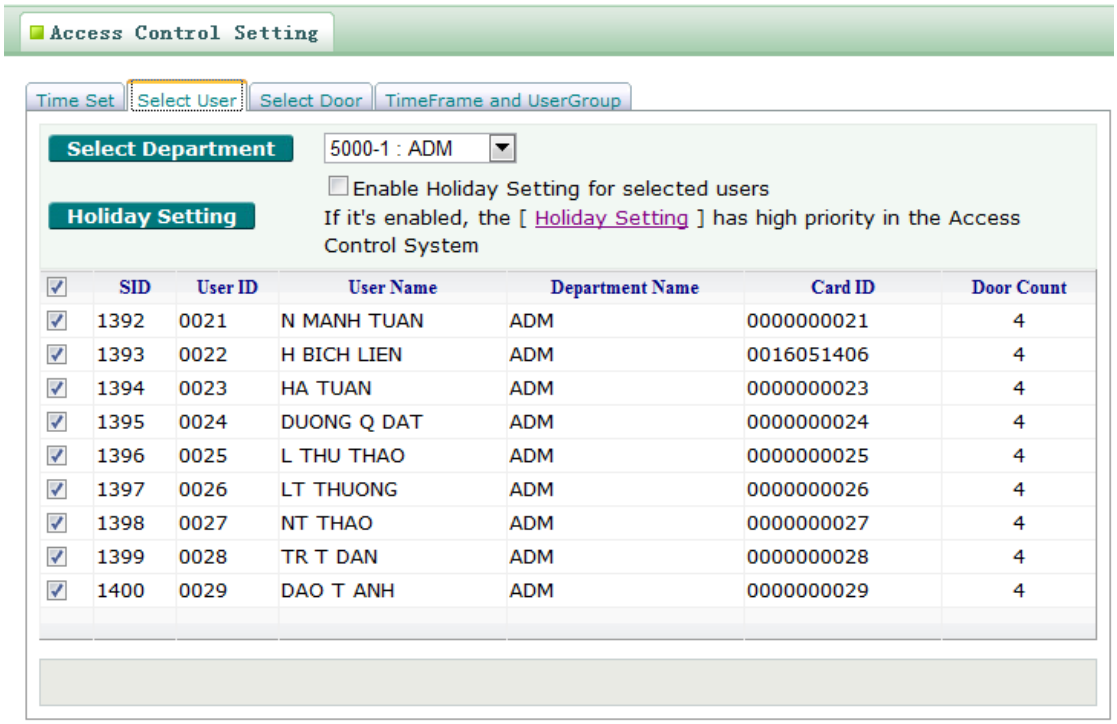

Access Control Setting
Time Set
Select User
Select Door
TimeFrame and UserGroup
Select Department
5000-1 : ADM
Enable Holiday Setting for selected users
Holiday Setting
If it's enabled, the [Holiday Setting] has high priority in the Access Control System
SID
User ID
User Name
Department Name
Card ID
Door Count
1392 0021 N MANH TUAN ADM 0000000021 4
1393 0022 H BICH LIEN ADM 0016051406 4
1394 0023 HA TUAN ADM 0000000023 4
1395 0024 DUONG Q DAT ADM 0000000024 4
1396 0025 L THU THAO ADM 0000000025 4
1397 0026 LT THUONG ADM 0000000026 4
1398 0027 NT THAO ADM 0000000027 4
1399 0028 TR T DAN ADM 0000000028 4
1400 0029 DAO T ANH ADM 0000000029 4

FIGURE Step 2 (Select User) on *Access Control Setting (advanced)*

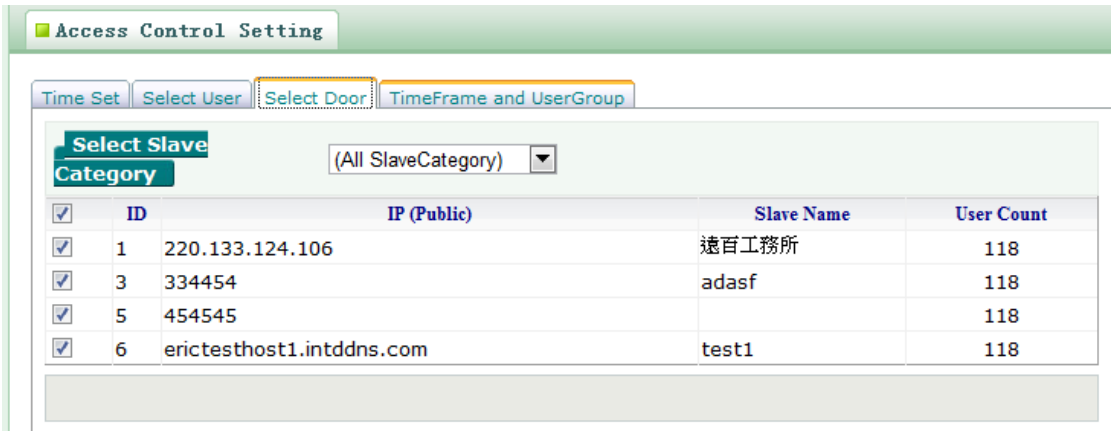


FIGURE Step 3 (Select Door) on *Access Control Setting (advanced)*

Once you completed the setting of a week you may save it as a template(UserGroup) and add a description for identification purpose.

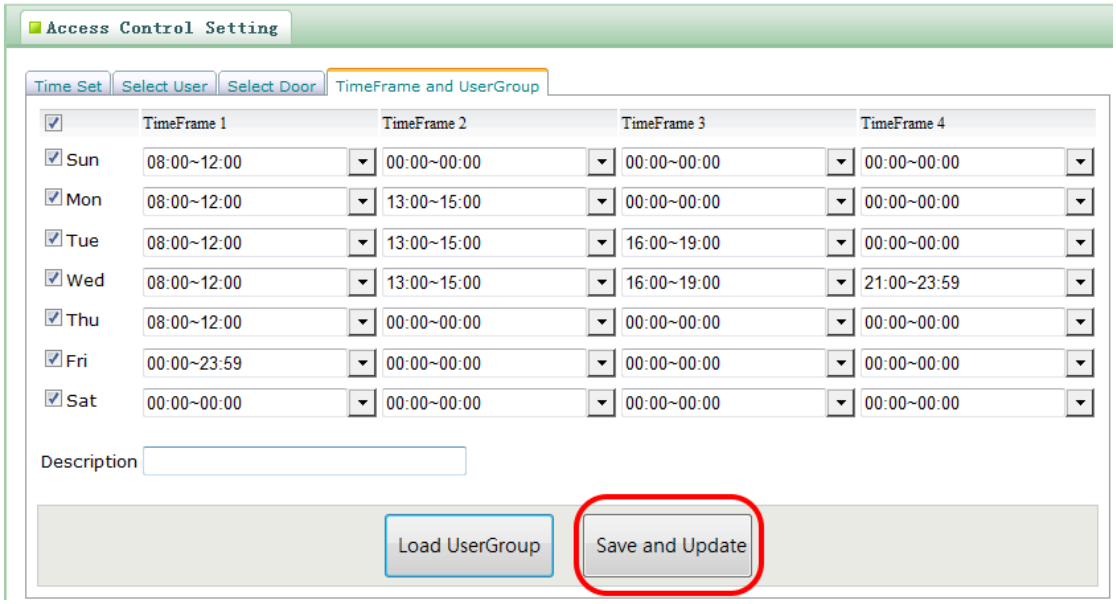


FIGURE Step 4 (TimeFrame and UserGroup) on *Access Control Setting (advanced)*

System

Change Password

For changing login password of the system administrator.

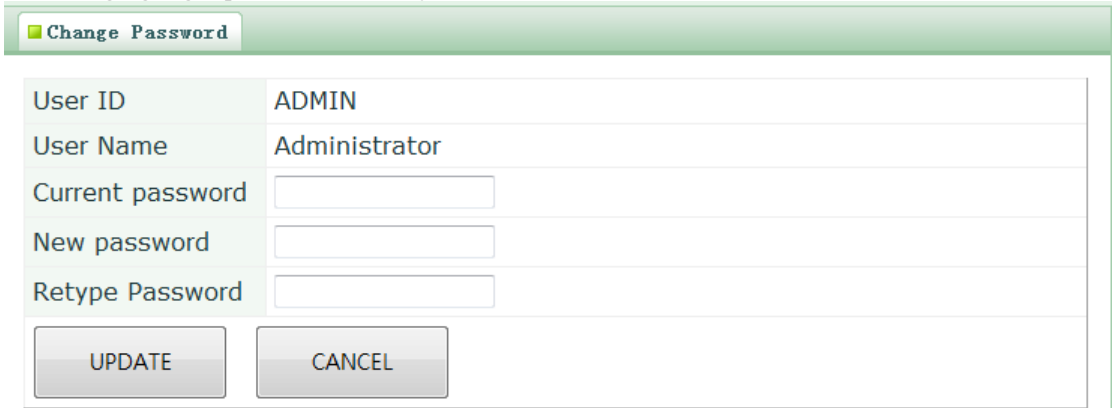


FIGURE The example of **Change Password**

Supervisor Management

When the account *ADMIN* has the highest authority in KATES, you are allowed to set several *SUPERVISORS* who own all the rights that the Administrator has but those in the *Server Setting*.

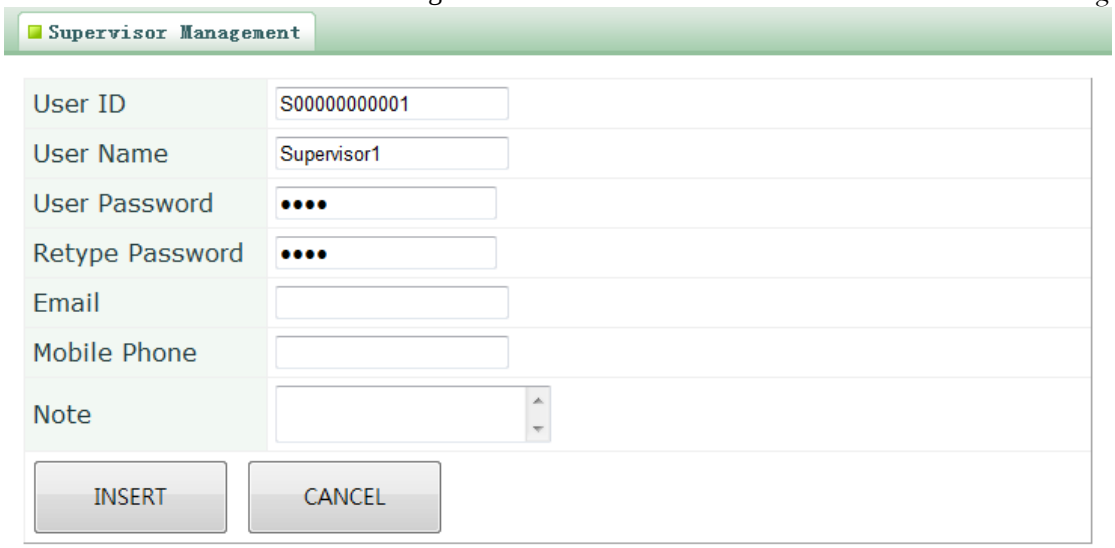


FIGURE The example of **Change Password**

Supervisor Password Reset

The *ADMIN* has the password reset right to all *SUPERVISORS* and *USER* of KATES.

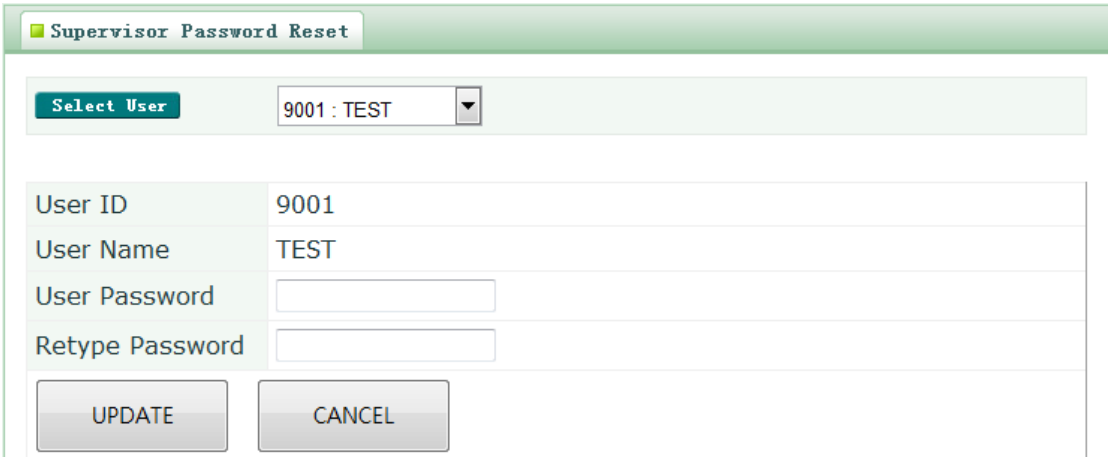


FIGURE The example of **Supervisor Password Reset**

User Password Reset

Both *ADMIN* and *SUPERVISOR* have the password reset right to all *USER*.

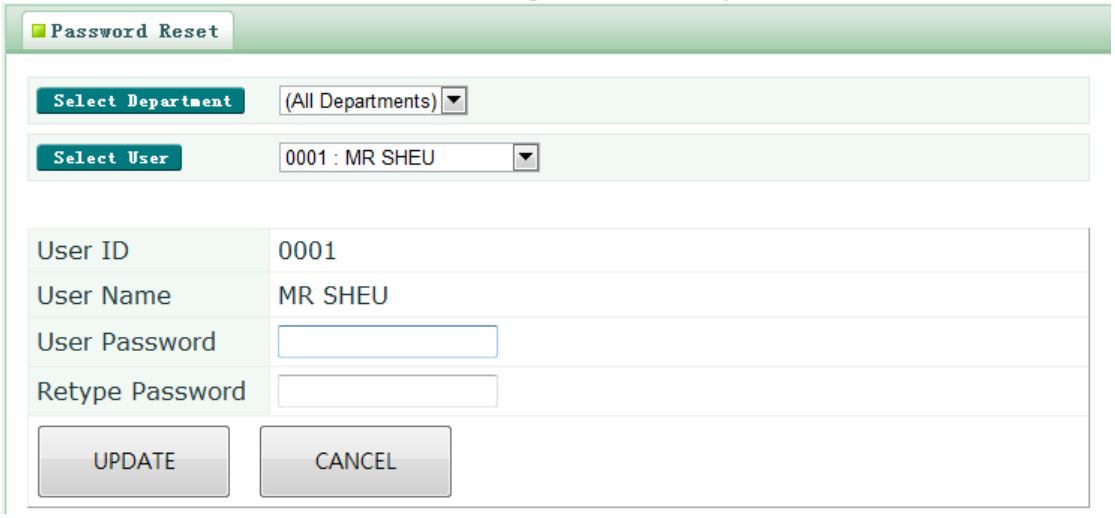


FIGURE The example of **User Password Reset**

Server Setting

Database Backup and Restore

We strongly recommend regular backup KATES database. The feature of **Database Maintenance** provides a simple way to backup KATES database manually.

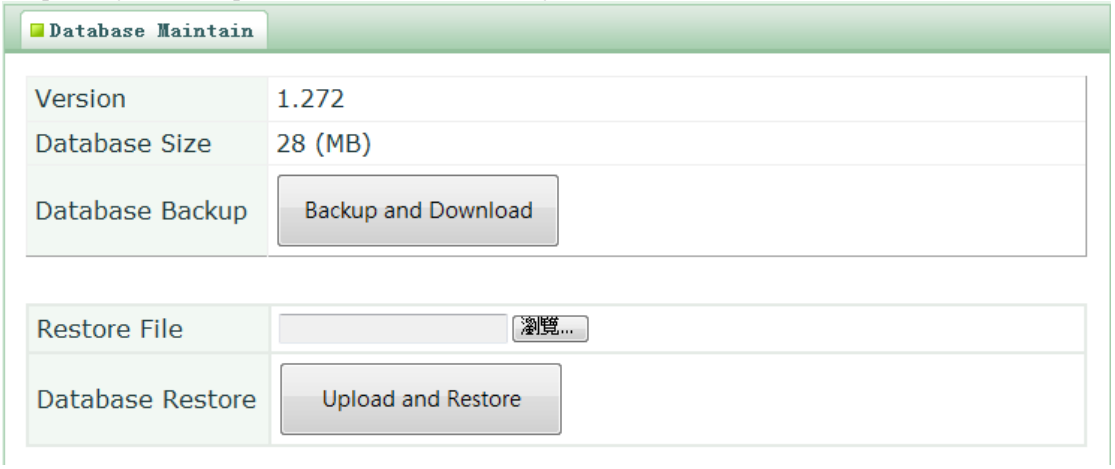


FIGURE The feature of **Database Maintenance**

MORE INFO Backup database automatically

If you want to schedule a database backup, it can accomplish by following utility:

- Windows Backup
  The **Backup and Restore** is a popular utility in Windows Vista, Windows 7 and Windows Server 2008.
  Please note that the utility of **Backup and Restore** will require the backup storage such as 2nd internal HDD, external HDD or USB storage. It will reject the backup setting if there is only have 1 HDD in your computer.
  (Backup and Restore on Windows 7)
- Maintenance Plan on SQL Server
  It's including the feature of **Maintenance Plan** in the SQL Server Standard edition or above (not included in SQL Server Express edition).
  This is a best way to schedule the database backup.
  (Setting up a Maintenance Plan to Backup Databases)

What to do if any of your Slave terminals gets malfunction?

In case of any of the existing Slaves getting faulty or damaged, replace it with a new terminal of same IP address. And then go back to KATES system, enter [Slave Host Setting], select the Slave that you just replaced, click "Edit", tick "Reset to default", click "Update". This action can clear the selected Slave and download all users and fingerprints kept in the KATES database.

Data Transfer from Terminal to KATES

If you are now using terminal built-in software only and you would like to change to use KATES as the central management system for higher efficiency and stability, please follow below steps to complete it:

1. Install KATES on the selected computer(PC). Once completed, turn off DataSync.exe first.
2. Enter your time/access terminal's built-in web and export UserList.xls from [User] to the computer and save(change) it again choosing Microsoft Office Excel format.
3. Enter KATES web/ [User List] and import the UserList.xls that you completed in step 2. After that, check both [User] & [User List] and make sure all users have been properly imported.
4. Enter KATES web/[Slave Host Setting] to add this access/time terminal in as a Slave terminal.
5. Activate DataSync.exe located at C:\Program Files\Data Synchro\. Once activated, software will start reading all Transaction records & the already enrolled fingerprints files into KATES database. You may monitor the reading progress on the DataSync.exe screen.
6. Once the reading in step 5 finishes, go back to KATES web/[User] to make sure fingerprints of each user have been successfully imported(with Delete FP1 or Delete FP2 highlighted).
7. Access into the previous Master terminal's built-in web/[Slave Host Setting] to disable all the Master-Slave relations.
8. Go back to KATES web/[Slave Host Setting] to append all the other Slaves(Slave 2, 3, 4, 5…..). And finally run [Edit]→Tick [Is enabled] & [Reset to default]→Update to all the Slaves. This action will make the KATES PC re-synchronize all the connected Slaves with Users & Fingerprints again to ensure everything working correctly after.
9. Completed!

VIII. System Upgrade

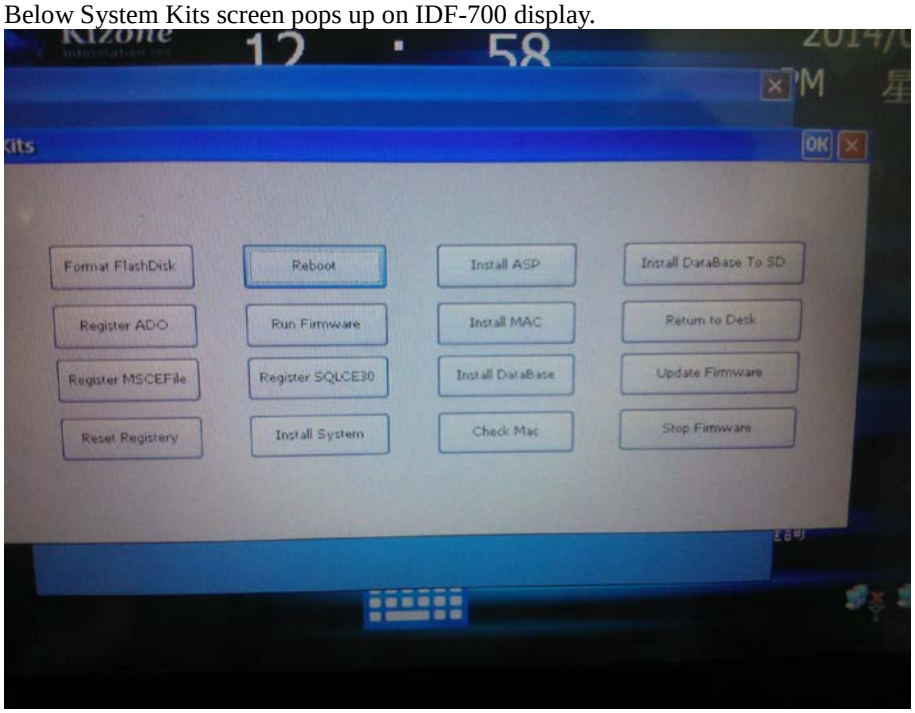
Notice: Consult to your product supplier before undertaking below operations!

This chapter describes how to upgrade your IDF-700 through its USB port. Upgradable contents: application(firmware),self-contained database, self-contained Time Attendance & Access Control software, etc.

How to start:

1. Contact your product supplier for the latest upgrade files, copy them to a thumb drive and plug it onto IDF-700 USB port(as below photo shows).

2. Below System Kits screen pops up on IDF-700 display.

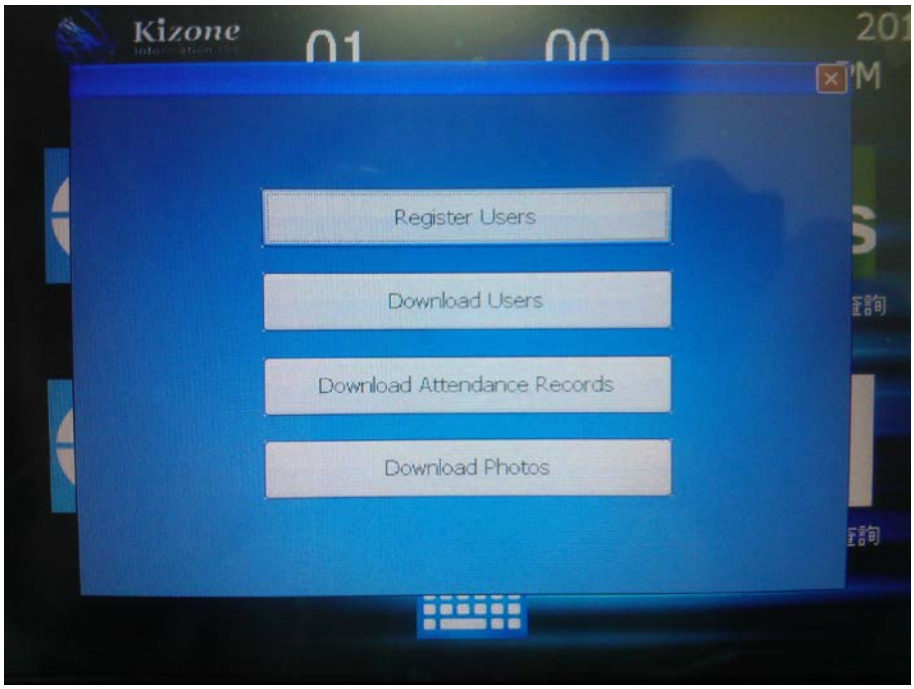


2-1. Click [Update Firmware] for upgrading system firmware only.
2-2. Click [Install Database] for replacing database files with the latest version. This action will delete all the registered users and their attendance/access records but WILL NOT delete the enrolled fingerprint templates. You will also have to execute Delete All Fingerprints after you upgrade database. For how to Delete All Fingerprints please refer to page 6 ■System Maintenance point 3).
2-3. Click [Install ASP] for upgrading self-contained Time Attendance & Access Control software.
2-4. Click [Install System] upgrading above 3 tasks in one time.

3. Unplug the thumb drive from IDF-700 once the upgrade completes.

IX. Data download & upload through USB

Plug your USB thumb drive onto your IDF-700, close the System Kits screen, and you will get below screen:



1. Register Users: for importing user data in .TXT into IDF-700. If you have ever generated users of IDF-700 through its built-in web application, you may run [Download Users] to download existing user data .TXT to the thumb drive(file name: AD700_User_Dl.txt) and re-edit it. Once completed, change the file name to AD700_User_Reg.txt for registering the updated data back to IDF-700.
2. Download Users: for downloading/exporting existing registered users to a thumb drive in .TXT(file name: AD700_User_Dl.txt).
3. Download Attendance Records: for downloading/exporting users attendance records in .TXT to a thumb drive. (file name: TA_Logs.txt). This will erase the already-collected data from IDF-700.
4. Download Photos: for downloading snaps of users attendance to a thumb drive(in folders named after dates). This will erase the already-collected data from IDF-700.